

State of North Carolina  
Department of State Treasurer  
Unclaimed Property Program  
325 North Salisbury Street  
Raleigh, North Carolina 27603-1385  
(919) 508-1000  
www.nccash.com

# Unclaimed Property Verification and Checklist

Reporting Period July 1, 2006 through June 30, 2007  
Due November 1, 2007

## GOVERNMENTAL AGENCIES ONLY

**PLEASE TYPE OR USE BLACK INK**

### **THIS FORM MUST BE COMPLETED, NOTARIZED & SUBMITTED WITH REMITTANCE**

Holder Name:	Holder Identification Number:
Mailing Address:	Federal Identification Number:
	Date of Incorporation: State of Incorporation:
City:	Telephone Number: (      )
State:	Company E-mail Address:
Zip:	Nature of Business: Number of Employees:

Every person, corporation, or other business association, banking or financial organization, insurance company, utility, court or public authority, etc. reporting unclaimed property **must complete** this form (ASD-159) and it should be filed with the Annual Report of Unclaimed Property (ASD-21) and/or Report of Unclaimed Securities (ASD-215) and/or Abandoned Tangible Personal Property (ASD-127). This checklist includes, but is not limited to those items that are covered by the North Carolina Escheat and Unclaimed Property Law, North Carolina General Statute 116B.

#### **CHECKLIST COMPLETION**

Please complete the checklist on the back by checking "YES" by each item that is being reported. Each item checked "Yes" must be enumerated in the Report of Unclaimed Property (Form ASD-21).

#### **LATE FILING INTEREST PENALTY**

In addition to any other penalties, any holder who files after November 1 shall remit interest at the rate pursuant to North Carolina General Statute 116B-77, currently 5%. The interest penalty is computed as follows:

Total amount of property reportable X # of days late/365 X 8%= Interest Penalty

#### **CERTIFICATION AND VERIFICATION**

As the person authorized to bind this holder, I, being duly sworn, certify the attached report to be true and properly prepared and examined for correctness, ensuring that all property eligible to be remitted is included in this return, and the property reported has been held for the period required by North Carolina General Statute 116B-53. Further, I certify that notices pursuant to North Carolina General Statute 116B-59 were sent to the owners at their last known address. **This notarized certification is an affidavit attesting that the holder has complied with North Carolina General Statute 116B-59.**

State of \_\_\_\_\_ County of \_\_\_\_\_

Name-Print: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

Title: \_\_\_\_\_

Notary Public: \_\_\_\_\_ State of \_\_\_\_\_ County of \_\_\_\_\_

Signature: \_\_\_\_\_

Report Total	\$
Interest Penalty	\$
Total Remittance	\$

My Commission expires: \_\_\_\_\_  
(SEAL)

#### **OFFICE USE ONLY**

DISKETTE	MAG TAPE	CASSETTE	LOADED	KEYED	BALANCED
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	Class Code		Dormant Period		Class Code		Dormant Period
	<b>ACCOUNT BALANCES DUE</b>				<b>MINERAL PROCEEDS &amp; MINERAL INTERESTS</b>		
	AC01	Checking Accounts	1		MI01	Net Revenue Interest	1
	AC02	Savings Accounts	1		MI02	Royalties	1
	AC03	Matured CD or Savings Cert	1		MI03	Overriding Royalties	1
	AC04	Christmas Club Funds	1		MI04	Production Payments	1
	AC05	Money-Deposit to Secure Funds	1		MI05	Working Interest	1
	AC06	Security Deposits	1		MI06	Bonuses	1
	AC07	Unidentified Deposits	1		MI07	Delay Rentals	1
	AC08	Suspense Accounts	1		MI08	Shut-In Royalties	1
	AC09	Individual Retirement Accounts	1		MI09	Minimum Royalties	1
	AC99	Aggregate Account Balances < \$50	1		MI99	Aggregate Mineral Interests < \$50	1
	<b>UNCASHED CHECKS</b>				<b>MISCELLANEOUS CHECKS &amp; INTANGIBLE PERSONAL PROPERTY</b>		
	CK01	Cashier's Checks	1		MS01	Wages, Payroll, Salary	1
	CK02	Certified Checks	1		MS02	Commissions	1
	CK03	Registered Checks	1		MS03	Workers' Compensation Benefits	1
	CK04	Treasurer's Checks	1		MS04	Payment for Goods & Services	1
	CK05	Drafts	1		MS05	Customer Overpayments	1
	CK06	Warrants	1		MS06	Unidentified Remittances	1
	CK07	Money Orders	1		MS07	Unrefunded Overcharges	1
	CK08	Traveler's Checks	1		MS08	Accounts Payable	1
	CK09	Foreign Exchange Checks	1		MS09	Credit Balances (3 Retail/5 Other)	1
	CK10	Expense Checks	1		MS10	Discounts Due	1
	CK11	Pension Checks	1		MS11	Refunds Due	1
	CK12	Credit Checks or Memos	1		MS12	Unredeemed Gift Certificates	***1
	CK13	Vendor Checks	1		MS13	Unclaimed Loan Collateral	1
	CK14	Checks Written Off to Income	1		MS14	Pension & Profit Sharing Plans (IRA, KEOGH)	1
	CK15	Other Outstanding Official Checks	1		MS15	Dissolution or Liquidation	1
	CK16	CD Interest Checks	1		MS16	Misc Outstanding Checks	1
	CK 99	Aggregate Uncashed Checks < \$50	1		MS17	Misc Intangible Prop	1
	<b>SAFE DEPOSIT BOXES &amp; SAFEKEEPING</b>				MS18	Suspense Liabilities	1
	SD01	*Safe Deposit Box Contents	1		MS19	Layaway Deposits & Payments	1
	SD02	*Safekeeping/Loan Collateral	1		MS20	Rents	1
	SD03	*Other Tangible Property	1		MS99	Aggregate Misc Checks & Intangible Personal Property < \$50	1
	SD99	Aggregate Safe Deposit Boxes & Safekeeping Items < \$50	1				
	<b>COURT DEPOSITS</b>				<b>SECURITIES</b>		
	CT01	Escrow Funds	1		SC01**	Dividends	1
	CT02	Condemnation Awards	1		SC02**	Interest (Bond Coupons)	1
	CT03	Missing Heirs' Funds	1		SC03	Principal Payments	1
	CT04	Suspense Accounts	1		SC04**	Equity Payments	1
	CT05	Other Court Deposits	1		SC05**	Profits	1
	CT06	Real Property Proceeds	#		SC06	Funds Paid to Purchase Shares	1
	CT07	Cash Bonds	1		SC07	Funds For Stocks & Bonds	1
	CT08	Partial Payments	1		SC08	Shares of Stock (Returned by Post Office)	1
	CT09	Judgments	1		SC09	Cash for Fractional Shares	1
	CT10	Trust Funds	1		SC10	Unexchanged Stock & Fractional Shares of Successor Corp	1
	CT99	Aggregate Court Deposits < \$50	1		SC11	Other Cert of Ownership	1
	<b>DEMUTUALIZATION</b>				SC12**	Underlying Shares or Other Outstanding Certificates	1
	DM01	Cash	1		SC13	Funds for Liquidation Redemption of Surrendered Stocks or Bonds	1
	DM02	Stock	1		SC14	Debentures	1
	DM99	Aggregate Demutualization Property < \$50	1		SC15	US Govt Securities	1
	<b>INSURANCE</b>				SC16	Mutual Fund Shares	1
	IN01	Individual Policy Benefits or Claim Payments	1		SC17	Warrants (Rights)	1
	IN02	Group Policy Benefits or Claim Payments	1		SC18	Matured Bond Principal	1
	IN03	Proceeds Due Beneficiaries	1		SC19	Dividend Reinvestment Plans	1
	IN04	Proceeds from Matured Policies Endowments or Annuities	1		SC20	Credit Balances	1
	IN05	Premium Refunds	1		SC99	Aggregate Security Related Cash < \$50	1
	IN06	Unidentified Remittances	1				
	IN07	Other Amounts Due Under Policy Terms	1		<b>UTILITIES</b>		
	IN08	Agent Credit Balances	1		UT01	Utility Deposits	1
	IN99	Aggregate Insurance Property < \$50	1		UT02	Membership Fees	1
	<b>TRUST, INVESTMENT AND ESCROW ACCOUNTS</b>				UT03	Refunds or Rebates	1
	TR01**	Paying Agent Accounts	1		UT04	Capital Credit Distributions	1
	TR02**	Undelivered/Uncashed Dividends	1		UT99	Aggregate Utility Property < \$50	1
	TR03	Funds held in Fiduciary Capacity	1				
	TR04	Escrow Accounts	1		<b>MISCELLANEOUS</b>		
	TR05	Trust Vouchers	1		ZZZZ	Properties Not Identified Above	1
	TR99	Aggregate Trust Property < \$50	1				

\* This property should be reported on Form ASD-127 prior to submitting the property.

\*\* Specify Date Range (i.e. the date of the first and last payments) on “Periodic Payments” (i.e. outstanding dividend checks) if multiple payments of same property type are being reported for a single property owner.

\*\*\* 60% of the unredeemed portion of the face value if an expiration period is displayed on the certificate. Gift certificates with no expiration date, or a statement that the expiration date does not apply in North Carolina, do not escheat.

# Under Court Supervision