



Government of the District of Columbia
Office of Finance and Treasury, Unclaimed Property Department
1101 4th Street, SW, Suite 800W, Washington DC 20024
Report Of Unclaimed Property Verification And Checklist

FORM UP-1

Name of Business (Holder)			Report Year (select one)
Street Address			Tax Identification Number
City	State	Zip Code	E-mail Address

Every person, corporation, cooperative, or other business association, banking or financial organization, life insurance corporations, utility, court or public authority must complete the following checklist before filing their District of Columbia Unclaimed Property Report. This list includes by way of illustration, but not limitation, those items, which are covered by the District of Columbia Unclaimed Disposition of Unclaimed Property Act of 1980.

Please complete the checklist by indicating "Yes" or "No" by each item. Each item marked "Yes" should be unnumbered on Unclaimed Property Form UP-2

ACCOUNT BALANCES (Dormancy 3yrs)

YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Checking Account	<input type="checkbox"/>	<input type="checkbox"/>	Escrow Funds
<input type="checkbox"/>	<input type="checkbox"/>	Savings Account	<input type="checkbox"/>	<input type="checkbox"/>	IRA's
<input type="checkbox"/>	<input type="checkbox"/>	Matured Certificates of Deposit or saving certificates	<input type="checkbox"/>	<input type="checkbox"/>	Missing Heir Funds
<input type="checkbox"/>	<input type="checkbox"/>	Christmas Club Accounts	<input type="checkbox"/>	<input type="checkbox"/>	Any other type of deposit made to a court or public authority
<input type="checkbox"/>	<input type="checkbox"/>	Money on Deposit of secured funds	<input type="checkbox"/>	<input type="checkbox"/>	Other Court Deposits
<input type="checkbox"/>	<input type="checkbox"/>	Security Deposits			

INSURANCE (Dormancy 3 years)

UTILITIES (Dormancy 1 years)

<input type="checkbox"/>	<input type="checkbox"/>	Amounts due and payable under terms of insurance policies	<input type="checkbox"/>	<input type="checkbox"/>	Utilities Deposits
<input type="checkbox"/>	<input type="checkbox"/>	Claim payments	<input type="checkbox"/>	<input type="checkbox"/>	Refunds
<input type="checkbox"/>	<input type="checkbox"/>	Drafts	<input type="checkbox"/>	<input type="checkbox"/>	Membership Fees
<input type="checkbox"/>	<input type="checkbox"/>	Matured whole life, term or endowment insurance policies or annuity or supplemental contracts			

DISSOLUTION (Dormancy 60 days)

PROPERTY (Dormancy 3 years)

<input type="checkbox"/>	<input type="checkbox"/>	Any intangible personal property distributable in the course of voluntary dissolution, which is unclaimed within 60 days after the date for final distribution, is presumed abandoned	<input type="checkbox"/>	<input type="checkbox"/>	Contents of Safe Deposit boxes
			<input type="checkbox"/>	<input type="checkbox"/>	Contents of any other safekeeping repository

TRUST, INVESTMENT AND ESCROW ACCOUNTS (dormancy 3 years)

OFFICIAL CHECKS (Dormancy 3 years)

<input type="checkbox"/>	<input type="checkbox"/>	Paying agent accounts	<input type="checkbox"/>	<input type="checkbox"/>	Certified Checks
<input type="checkbox"/>	<input type="checkbox"/>	Trust Funds	<input type="checkbox"/>	<input type="checkbox"/>	Cashier Checks
<input type="checkbox"/>	<input type="checkbox"/>	Funds held in a fiduciary capacity	<input type="checkbox"/>	<input type="checkbox"/>	Registered Checks
<input type="checkbox"/>	<input type="checkbox"/>	Funds paid toward the purchase of shares, or interest in financial or business organization	<input type="checkbox"/>	<input type="checkbox"/>	Bills of Exchange
<input type="checkbox"/>	<input type="checkbox"/>	Funds received for redemption of stocks and bonds	<input type="checkbox"/>	<input type="checkbox"/>	Drafts
<input type="checkbox"/>	<input type="checkbox"/>	Stocks	<input type="checkbox"/>	<input type="checkbox"/>	Warrants
<input type="checkbox"/>	<input type="checkbox"/>	Bonds	<input type="checkbox"/>	<input type="checkbox"/>	Money Orders (Dormancy 7 years)
<input type="checkbox"/>	<input type="checkbox"/>	Any other certificate of ownership	<input type="checkbox"/>	<input type="checkbox"/>	Travelers Checks (Dormancy 15 years)
<input type="checkbox"/>	<input type="checkbox"/>	Escrow Funds	<input type="checkbox"/>	<input type="checkbox"/>	Any other official checks
<input type="checkbox"/>	<input type="checkbox"/>	Dividends			
<input type="checkbox"/>	<input type="checkbox"/>	Interest			
<input type="checkbox"/>	<input type="checkbox"/>	Principal payments			
<input type="checkbox"/>	<input type="checkbox"/>	Equity payments			
<input type="checkbox"/>	<input type="checkbox"/>	Profits			
<input type="checkbox"/>	<input type="checkbox"/>	Distribution			

MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS (Dormancy 3 years)

<input type="checkbox"/>	<input type="checkbox"/>	Wages (Dormancy 1 year)	<input type="checkbox"/>	<input type="checkbox"/>	Royalties
<input type="checkbox"/>	<input type="checkbox"/>	Commissions (Dormancy 1 year)	<input type="checkbox"/>	<input type="checkbox"/>	Rents
<input type="checkbox"/>	<input type="checkbox"/>	Expense Checks	<input type="checkbox"/>	<input type="checkbox"/>	Any other miscellaneous outstanding checks
<input type="checkbox"/>	<input type="checkbox"/>	Workman's Compensation	<input type="checkbox"/>	<input type="checkbox"/>	Any checks that have been written off
<input type="checkbox"/>	<input type="checkbox"/>	Pension Checks	<input type="checkbox"/>	<input type="checkbox"/>	Any other miscellaneous intangible personal property
<input type="checkbox"/>	<input type="checkbox"/>	Outstanding Payroll Checks (Dormancy 1 year)	<input type="checkbox"/>	<input type="checkbox"/>	Accounts Payable
<input type="checkbox"/>	<input type="checkbox"/>	Credit Checks or Memos	<input type="checkbox"/>	<input type="checkbox"/>	Credit Balances-Accounts Receivable
<input type="checkbox"/>	<input type="checkbox"/>	Payments for goods and services	<input type="checkbox"/>	<input type="checkbox"/>	Discounts
<input type="checkbox"/>	<input type="checkbox"/>	Customer Overpayments	<input type="checkbox"/>	<input type="checkbox"/>	Refunds
<input type="checkbox"/>	<input type="checkbox"/>	Unidentified Remittance	<input type="checkbox"/>	<input type="checkbox"/>	Vendors Checks
<input type="checkbox"/>	<input type="checkbox"/>	Mineral Proceeds	<input type="checkbox"/>	<input type="checkbox"/>	Individual Gift
<input type="checkbox"/>	<input type="checkbox"/>	Membership Fees	<input type="checkbox"/>	<input type="checkbox"/>	Unredeemed Gift Certificates (Dormancy 5 years)

List the names and last known address of all previous holders of the property if you are a successor. If you have changed your name during the time in which you have held the property, list the prior name (s)

Date of Change	Tax Identification Number	Name of Business (Previous Holder)	
Street Address		City	State, Postal Code

Please indicate which of the following best describe the primary activity of your company (select one)	State of Incorporation	Date of Incorporation
Did you file an unclaimed Property Report last year	Please explain, if No	
Person to contact	Telephone Number	Email-Address

AFFIDAVIT

I, _____, being first duly sworn on oath depose and state that I have caused to be prepared and have examined this report consisting of _____ pages totaling \$_____ as to property presumed abandoned under the DC Unclaimed Property Law for the year ending as stated; that I am duly authorized by the holder herein to execute this report; and I believe that said report is true, correct and complete as of said date, excepting for such property as has since ceased to be abandoned. Includes with this report is a cash remittance totaling \$_____

Sworn to (or affirmed) and Subscribed before me this

_____ day of _____, 20_____

Notary Public

My Commission expires _____

Signature of Officer, Owner, etc.

Title of person signing

This report must be signed by an authorized person and acknowledged before a notary public. If a partnership, it must be signed by a partner; if an unincorporated association or private corporation by an officer.

Mail Reports to: Office of Finance and Treasury, Unclaimed Property Division 1101 4th Street S.W. Suite 800 W, Washington DC 20024
202-442-8181 Telephone