

Arizona Department of Revenue
Unclaimed Property Reporting Manual

CHECKLIST

- Have you entered the required holder and remittance information on the front page of your report form?
- Have you completed your Verification and Checklist?
- Have you enclosed your check made payable to: Arizona Department of Revenue?
- Have you enclosed your Schedule A? Is all of the available owner information included?
- If reporting securities:
 - Have you followed the Instructions for Securities Remittance? (See page 10).
 - Have the securities been re-registered in the State of Arizona's nominee name?
 - Have you completed the appropriate security information on Schedule A?
 - Have you enclosed notification of any DTC share transfer with your report submission?
- If reporting mutual funds:
 - Have the mutual funds been transferred to an account in the name of the Arizona Department of Revenue, Unclaimed Property Unit, FEIN 86-6004791?
 - Have you enclosed the mutual fund confirmation statements?
- Do you need help?

Visit the Unclaimed Property website at: www.azunclaimed.gov

Contact the Unclaimed Property Section at: (602) 364-0380

Leave a message for a Holder Specialist at: (602) 716-6036

Write us at:

Arizona Department of Revenue
Unclaimed Property Unit, 1600 W. Monroe St.
Phoenix, AZ 85007

E-mail us at: ReportingUnclaimedProperty@azdor.gov