



# REPORTING INSTRUCTIONS

## Schedule A

The Department recommends that you submit your report in electronic format. For assistance in downloading or using free reporting software, please contact our Holder Compliance Specialists at (602)716-6031 or (602)716-6032.

**1 Item no:**  
Enumerate each item you are reporting.

**2 Account Number:**  
Provide an account number for the individual property being reported.

**3 Check no:**  
Indicate a check number for the property being reported.

**4 Property type: (Mandatory field)**  
Indicate the NAUPA property code (see enclosed list) for the category that best describes what type of property you are remitting.

**5 Cash amount remitted:**  
Indicate the dollar amount due owner(s).

**6 Interest rate:**  
If the account is currently earning interest, list the rate.

**7 Last activity date:**  
Indicate either the check issue date, the date of the last owner-directed account activity, the date the property became payable or distributable, or the date of last contact between the company and the owner, whichever applies.

**8 Owner's name and mailing address: DO NOT LIST JOINT OWNERS ON THE SAME LINE.**  
Please furnish the entire name, if known, including any title, such as Jr., Sr., or III. Corporate titles, names of trusts, estates, partnerships, associations, and trade names should be listed exactly as adopted. If the name is unknown or no longer available, indicate that in this field. Please furnish a complete address including zip code. If the complete address is not available, indicate the portion of the address that is known. The last known address should be reported even if it is determined that mail is no longer deliverable to the owner at the address.

**9 Owner's tax ID:**  
Indicate the owner's social security number or the entity's tax identification number.

**12 Fees/Drilling Costs:**  
If you are reporting the contents of a safe deposit box, please list all fees that are due before the box may be released to the reported owner.

**15 CUSIP no:**  
If you are reporting a security, indicate the CUSIP number. If you are reporting a bond, indicate the CUSIP, bond number, and any coupon numbers.

**ARIZONA FORM 652** Arizona Department of Revenue - Unclaimed Property Section  
**REPORT OF ABANDONED PROPERTY - SCHEDULE A**  
This Schedule A must accompany a Form 650A or 650B and should be utilized ONLY if your report contains 10 items or less.

Holder Name		Federal Employer Identification Number (FEIN)	Grand Total Remitted \$
Item no	Account #	Check #	NAUPA property type
Cash amount remitted		Interest rate	Last activity date
Owner's last name		Owner's first name / middle initial	Owner's mailing address
City, State, ZIP code	Country	Owner's Tax ID (SSN or EIN)	Owner's date of birth
Fee/Drilling cost	No. of shares remitted	Security/Mutual Fund name	CUSIP no.
Date of Death			
COMPLETE THE FIELDS BELOW IF THERE IS MORE THAN ONE OWNER FOR THIS PROPERTY			
Additional owner's last name		Additional owner's first name / middle initial	Additional owner's Tax ID (SSN or EIN)
Additional owner's date of birth		Additional owner's date of death	Other information available
Additional owner's last name		Additional owner's first name / middle initial	Additional owner's Tax ID (SSN or EIN)
Additional owner's date of birth		Additional owner's date of death	Other information available

**10 Owner's date of birth:**  
Indicate the owner's date of birth (if known).

**13 Number of shares remitted:**  
Indicate the actual number of shares being remitted for each individual owner.

**16 Owner's date of death:**  
Indicate the owner's date of death (if known).

**11 Relationship code: (Mandatory field)**  
Please refer to the relationship codes/ payment protocols on the following page.

**14 Security/Mutual Fund name:**  
Indicate the name of the security, bond, or mutual fund if you are reporting them.

**17 Joint Owner's information**  
Enter additional owner's information, please follow procedures on step 8.

It is imperative that ALL pertinent property fields described above are thoroughly completed. This will aid in the location and identification of the correct owner.