

INSTRUCTIONS FOR COMPLETING FORM AP-4 SUMMARY SHEET OF AGGREGATES

(All information must be typed)

Aggregate Reporting of Property Less Than \$50

Individual owner accounts of **less than \$50** may be reported in the aggregate. You are not required to list each owner individually on your report. You may combine any amounts under \$50 **by property type** and provide a single total of each type.

If an owner files a claim for an account under \$50 which you reported in the aggregate, the Bureau of Unclaimed Property will contact you for verification that the owner's property was included in your aggregate total. To reduce the need for this verification, you should provide a separate list of aggregated accounts with your report. The list should include the names of the owners and the amounts due each owner. This information should then be summarized by property code on the Aggregate Summary Form (AP-4).

- 1 PROPERTY DESCRIPTION:**
List type of property per each aggregate of owners under \$50.
- 2 NUMBER OF OWNERS:**
List total number of owners per each individual property type.
- 3 TOTAL AGGREGATE DOLLAR AMOUNT:**
List total dollars, under \$50, per property type.
- 4 SUBTOTAL NUMBER OF OWNERS:**
Add the total number of owners in aggregate for property under \$50.
- 5 GRAND TOTAL AGGREGATE DOLLAR AMOUNT:**
Add the total dollars in aggregate per property type description and list the grand total.
- 6 HOLDER'S NAME:**
The name of the holder of unclaimed property.
- 7 COUNTY:**
The name of the county where the holder is located.
- 8 FEDERAL EMPLOYER IDENTIFICATION NUMBER:**
Your Federal Employer Identification Numbers (Tax ID Number).
- 9 REPORTING YEAR**
The reporting year.