

Report of Abandoned Property – Form AC 2686 Guidelines

Reporters filing 25 accounts or fewer may use paper format [AC 2686](#). Use these guidelines to submit the report details. When using this format, a Verification and Checklist form [AC 2709](#) is required. Note, we do not accept preliminary or negative report filings. Include payment by [Electronic Funds Transfer](#) or check (payable to Comptroller, State of New York). Contact NYSRPU@osc.ny.gov if you need assistance.

Formatting Standards:

- Write your company name and FEIN at the top of each page of the form and number all pages in the bottom right
- Legibly fill in all data fields – following any format examples provided in description or notes below
- Note field character limits in (parenthesis) after the field names on the AC 2686 form
- Enter the appropriate information in each field according to the Report Detail Record Field Descriptions section of the [Handbook](#). Additional information is provided below for fields that are named differently or that need additional information.

AC 2686 field name	Description or notes
Check Box P/A	Check box P for the primary owner. If a property has more than one entitled owner, check box A for any additional owners after the primary.
Owner Name/Business Name (106) & Check Box C	Property owner's name (Last, First, Middle, Suffix) or business's name. If a business, check box C to denote Company.
Owner Last Known Address (154)	Property owner's last known address (Street, City, State, Zip Code, Country if not USA)
Tax Identification Number (9)	Property owner's 9-digit tax ID number (e.g., TIN, SSN, FEIN)
Birth Date (8)	Property owner's date of birth. Use YYYYMMDD format
Date of Last Activity (8)	Date of last owner contact or transaction – enter the date on which the last deposit or withdrawal occurred, or the date on which the property became payable, redeemable, dormant, or returnable (e.g., issue date of a check). Use YYYYMMDD format
Property Type (4)	The 4-digit NAUPA property type code that relates to the property being remitted. See the property type tables .
Initial Amount (10)	Amount due the owner before any allowable deductions are subtracted.
Remitted Amount (10)	Net amount due the owner after any allowable deductions are subtracted.
Security Description (25)	Description of the security, including type of stock, mutual fund, or bond.
CUSIP (9)	9 characters assigned to the security being reported. Enter ISIN for foreign stocks.
Number of Shares (12)	Total number of shares or denominations being transferred to New York State (e.g., stock, mutual funds). For debt issues, enter dollar equivalent.
Method of Transfer	Check the box next to the code that best reflects that method by which the security was transferred: D = DTC, DWAC, DRS, NSCC, ACAT P = Physical certificate (Cert # should be in Account Number field) U (T in NY format) = UNT, Account registration (Restricted, No Value, Non-Transferable)
Account Number (20)	Identifying data by which the reporting organization refers to the property (Customer Account Number, Security Certificate Number, Insurance Policy Number, Check Number). Other acceptable numbers include: the owner number if reporting a check for the proceeds resulting from a mineral interest or box number if reporting safe deposit box contents.
Check Number (20)	Provide the check number if reporting checks.
Property Description (50)	Any additional information that will assist in identifying the property owner (such as the purchaser of a cashier's check, lease name of a mineral interest or beneficiary to an insurance policy) should be listed in this field.
Relationship Code (2)	Denotes entitlement to the property being reported. See the Descriptions for Multiple Entitlement Accounts chart.