



# Report of Unclaimed Safe Deposit Box Contents

Holder Name: \_\_\_\_\_  
(YOUR COMPANY NAME)

Tax ID Number: \_\_\_\_\_  
(FEDERAL EMPLOYER IDENTIFICATION NUMBER)

Report Year: \_\_\_\_\_  
(ENTER THE YEAR COVERED BY THIS REPORT)

Period Covered: \_\_\_\_\_ to \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_  
(ENTER THE PERIOD COVERED BY THIS REPORT) (ENTER THE PAGE NUMBER OF THIS REPORT)

**One Safe Deposit Box Per Page** (this form may be reproduced as needed)

### CHECKLIST

- Papers
- Currency
- Jewelry
- Stocks
- Saving Bonds

### For Department Use Only (initials)

- Inventoried By \_\_\_\_\_
  - Verified By \_\_\_\_\_
- Allowed Amounts.
- Rental Charges \_\_\_\_\_
  - Drilling Fees \_\_\_\_\_

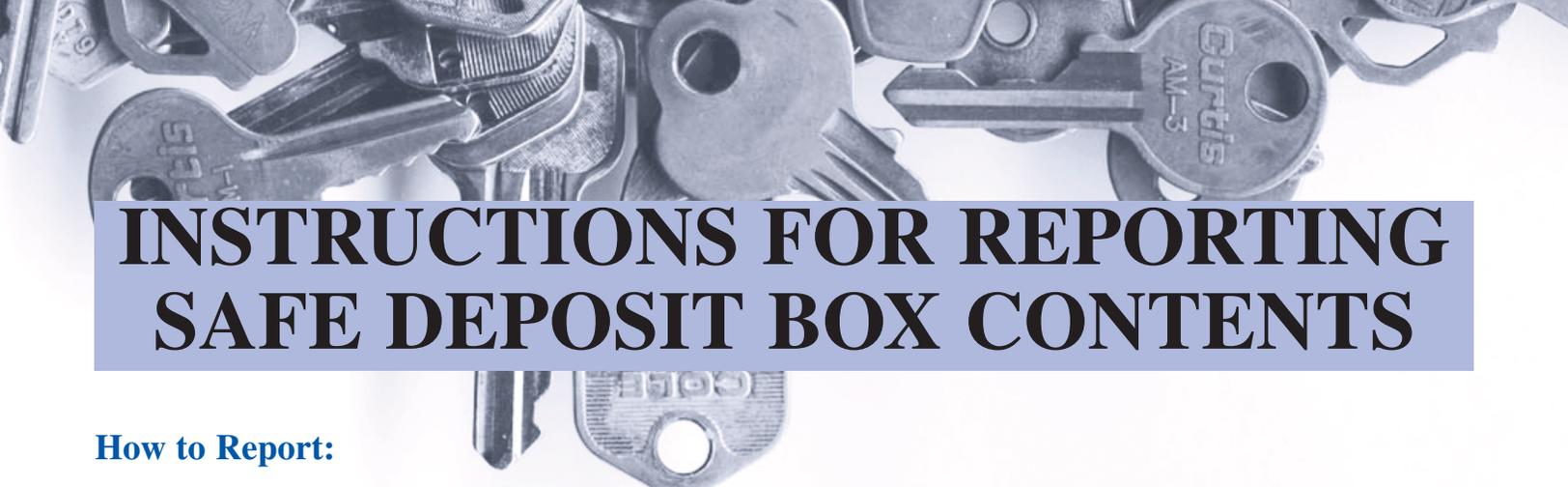
Safe Deposit Box Number		
Owner Information		
Social Security Number	Date of Birth	
Owner's Mailing Address		
Street or PO Box		
City	State	Zip Code

<b>Date of Abandonment</b> (MONTH, DAY, YEAR)		
<b>Branch where Property Was Held</b>		
Branch Name		
Street or PO Box		
City	State	Zip Code
<b>Amount Due Holder</b>		
<small>TYPE</small>		
Drilling .....	\$ _____	
Unpaid Rent .....	\$ _____	
Safekeeping .....	\$ _____	
Other .....	\$ _____	
<b>Total</b> \$	\$ _____	

### Itemized Description of Contents

(ONE ITEM PER LINE OR ATTACH ITEMIZED LIST)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_



# INSTRUCTIONS FOR REPORTING SAFE DEPOSIT BOX CONTENTS

## How to Report:

The REPORT OF UNCLAIMED SAFE DEPOSIT BOX CONTENTS is used to report safe deposit box contents and safekeeping items only. Please complete and mail with the HOLDER REPORT FORM (on page 8).

## When to Remit:

Please send safe deposit box contents or safekeeping items on June 1st following filing of the November report.

## What to Report:

### Owner Information

- A) Be sure to include information that would aid in identification, such as Jr., Mrs., and Dr., etc., after the middle name or initial.
- B) Corporate titles and the like should be entered exactly as adopted, except that the word “The” should be placed at the end of the name line.
- C) If a safe deposit box has additional owners, the names of each must be shown with the relationship (for example, “trustee for,” “and,” “or,” etc.).

### Holder Information

Enter the amounts still owing to the holder. These amounts might include unpaid safe deposit box rental charges, drilling fees, safekeeping costs, certified mailing costs, etc. **DO NOT DEDUCT** any of these costs from any cash that may be in the box at this time. Following the sale of this property by the State Treasurer, the Holder may request reimbursement for eligible expenses up to the remaining balance on the property item.

### Property Information – ONE ITEM PER LINE OF DESCRIPTION

Enter an itemized description of the safe deposit box or safekeeping contents. The safe deposit box contents will be accepted or rejected based on the description provided. Use the following examples and guidelines in completing your descriptions:

- a) one gold-colored ring with 2 clear stones
- b) one pair clip-on earrings, each with one ruby-like stone
- c) one coin wrapper containing 50 U.S. pennies dated 1918-1964 (if wrapper is empty, please indicate)
- d) one pellet gun with black metal barrel and plastic grip

***All packages containing weapons MUST be clearly marked.***