INSTRUCTIONS FOR REPORTING SAFE DEPOSIT BOX CONTENTS

How to Report:

Safe deposit box contents must be reported to the state where the contents are held. Information on the contents of boxes located in Maine must be reported by November 1 with your electronic report.

When to Remit:

Send safe deposit box contents or safekeeping items on June 1st following filing of the November report. Please attach an inventory of the contents to the outside of each package.

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.