

Instructions for Completing Safe Deposit Box Report Form (Rev 80 0002-1)

When to report: This form is used to report safe deposit box contents only. It should be completed and mailed by November 1 with the Summary Report REV 80 0004-1. Send this report and a copy of the Summary Report separately from your regular report.

You may submit the owner names and addresses electronically using the HRS-Pro format. However, our system currently cannot accept the inventory detail in that format.

When to remit: DO NOT send safe deposit box contents with the November report. The Department will notify you in writing of the delivery date and instructions on the method of shipment. All boxes are to be sent in their entirety. All coins and cash must be sent intact. **Bank check substitutions for cash or coins are not permitted.**

Please type or legibly print your report.

- a. Holder:** Enter the holder's name and address exactly as it appears (after corrections, if any) on the Summary Report for Unclaimed Property.
- b. Holder number:** Enter the Washington State Unclaimed Property holder number assigned to you, if known. Use this number on all related correspondence.
- c. Report year:** Enter the year for which the report is being filed.
- d. Period covered:** Enter the period covered for this report.

Page: Enter the page number of the report (for example, 1 of 2).

Note: *all shaded areas are for Department use only*

Item 1: Enter the owner's safe deposit box number or safekeeping area where contents were held (vault, property room, etc.).

Item 2: Enter the owner(s) full name (last name first).

- a.** List last name, full first name and full middle name, if available, on the appropriate lines. Be sure to include information which would help in identification such as Jr., Sr., Miss, Mrs., etc., after the middle name (for example, Smith, Jane Ann, Mrs.).
- b.** Corporate titles should be entered exactly as adopted except that the word "the" should be omitted when it is the first word in the title.
- c.** If a single safe deposit box has two owners, the names of both owners must be shown along with the relationship (for example, "trustee for," "or," "and" etc.).

Item 3: Enter the owner(s) social security number. If there is more than one owner, include all social security numbers that are available.

Item 4: Enter the last known address of the owner. If a single safe deposit box has two or more owners, the addresses of both must be shown. If all owners have the same address, the address may be entered once.

Item 5: Enter the date the safe deposit box rental period expired, or in the case of safe keeping items, the date of the last positive contact with the owner.

Item 6: Enter the name of the bank branch location where property was held. List the complete address including the zip code.

Item 7: Enter the amounts still owing to the holder. These amounts include unpaid safe deposit box rental charges, drilling fees, and safekeeping costs. Do not deduct any of these costs from any cash that may be in the box at this time. Holders may request reimbursement from the state for allowed charges and fees following the Department's auction of the contents. Only those fees listed on the form may be assessed.

NOTE: Delivery must be timely. Unless the delay is prearranged, you may not be reimbursed for any fees if your delivery is made after the established delivery time. Please contact us if you will need additional time to deliver the contents.

Item 8: Enter an itemized description of the safe deposit box or safekeeping contents. Open all sealed envelopes/containers to obtain an accurate description. Use the following examples and guidelines in completing your descriptions:

- a. one 14k gold colored ring with two clear stones
- b. three silver colored necklaces
- c. one pair screwback earrings each with one ruby-like stone
- d. one coin wrapper containing 50 US pennies dated 1918-1964 (if wrapper is empty, please indicate)
- e. one coin book containing 73 Jefferson nickels
- f. one yellow metal chain with ivory-like pendant
- g. Lucky Strike Mining Co., cert. #LSM634, 50 shs. Common, dated 1-13-32
- h. one \$50 US Series E savings bond dated 5-12-62, #Q6349724P
- i. one envelope containing two wills, four birth certificates, and miscellaneous legal papers
- j. one envelope containing miscellaneous personal papers of no apparent value (for example: receipts, canceled checks, tax papers, photos, newspaper clippings, etc.)

