

# Instructions

# Safe Deposit Box Report

Form (Rev 80 0002-1)

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Unclaimed Property holders must file and pay electronically (RCW 63.29.170). Use of this form may result in a 5% penalty for failing to file electronically. Visit our website at [ucp.dor.wa.gov](http://ucp.dor.wa.gov) for electronic filing instructions.

**When to report:** This form is used to report safe deposit boxes only. It should be completed and mailed by October 31 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 our free electronic software (see page 5 of the [Guide to Reporting Unclaimed Property](#)). However, our system currently cannot accept the inventory detail in that format.

**When to remit property:** 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.

**E. 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 work "The" should be omitted when it is the first word in the title.

**c. Single safe deposit box has two owners:** The names of both must be shown along with the relationship.

**Item 3:** Enter the owner(s) social security number. If there is more than one owner, include all society 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 lease or rental period expired.

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

**INSTRUCTIONS, CONTINUED. . .**

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**Item 7:** Enter the amounts still owing to the holder. These amounts might include unpaid safe deposit box rental charges and drilling fees. Do not deduct any of these costs from any cash that may be in the box at this time. Holders will be automatically reimbursed for charges and/or fees reported to the Department out of the auction proceeds remaining (if any) after deducting the Department's selling costs.

Only those fees listed on the form may be assessed.

**Attention: Hospitals and Nursing Homes**

Your businesses do not meet the definition of a safekeeping repository; therefore, the Department will no longer accept items from your business. This chapter does not apply to used clothing, umbrellas, bags, luggage, and other used personal effects if such property is disposed of by the holder as follows.

- a. In the case of personal effects of negligible value, the property is destroyed.
- b. The property is donated to a bona fide charity.

To dispose of these items you should look to your company policies and procedures for the handling of lost and found items.

**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*

For tax assistance visit <http://dor.wa.gov> or call 1-800-647-7706. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.