

Reporting of Safe Deposit Boxes and Safekeeping Items

Use the following guidelines and tips when reporting safe deposit box (SDB) contents and safekeeping items:

- Unclaimed SDB contents and other property held in safekeeping (collectively, safekeeping items) are to be reported annually by November 1.
- Electronic reporting of safekeeping is required to maintain the integrity of the contents being remitted.
- A separate report must be filed for safekeeping items; do not comingle safekeeping items and intangible property.
- Provide accurate and detailed descriptions of the SDB contents to avoid discrepancies. The State Treasurer's Office will contact you if the descriptions do not adequately reflect what is remitted.
- Unpaid box rental fees, lock drilling and other charges may not offset against safekeeping items.
- Coins and currency may not be deposited and must be reported as held.
- Do not send SDB contents or safekeeping items until specific direction is received from the State Treasurer's Office.

Detailing and Itemizing Unclaimed Safekeeping

Open all sealed envelopes and containers to obtain an accurate description. The following examples are intended to assist you in creating item descriptions for reporting purposes:

Papers	Will of John Doe Birth Certificate of John Doe Abstract of home located 123 Main St Miscellaneous papers of no value (i.e. – receipts, letters, tax documents, car titles, insurance policies, empty envelopes). You may combine miscellaneous papers and report them as one item.
Securities	American Company, Certificate #ABC123, 600 shares, registered to John Doe \$50 US Series E savings bond #Q6349724P for John Doe
Cash/Coin	12 Wheat pennies 5 Buffalo nickels 73 Jefferson nickels 40 Washington quarters 1 coin wrapper containing 50 Lincoln pennies 10 \$1.00 bills 20 Mexican pesos
Valuables/Other	6 yellow metal necklaces 1 yellow metal pocket watch 1 white metal ring with 5 clear stones 1 pair screw back earrings with clear red stone

Safekeeping Property Type Codes

Use the following property type code to categorize each item when submitting a report:

ABST - Abstracts

BILL - US Paper Currency

CERT - Birth Certificate

COIN - US Coins

FLAT - Flatware/Silverware

FORE - Foreign Coin/Currency

JEWL - Jewelry

MISC - Miscellaneous Papers of No Value

MMDL - Military Medal

MSVL - Miscellaneous Items of Value

PHOT - Photos

STCK - Stock Certificate

STMP - Stamp

SVBD - Savings Bond

WEP - Guns/Knives/Weapons

WILL - Will

WTCH - Watch

Do not remit firearms or hazardous material without going through the following steps:

1. Contact the State Treasurer's Office.
2. Contact local law enforcement authorities and explain the situation.

Delivery of SDB Contents and Safekeeping Items

SDB contents or safekeeping items may not be delivered until the business receives direction, in writing, from the State Treasurer's Office, to remit the contents. No later than November 30, the State Treasurer's Office will provide instructions for the items to be delivered in December.

Items from each SDB must be packaged together, separate from items belonging to another SDB, in a sealed envelope or bag with the reported owner's name on the outside of the envelope or bag.

Reporting businesses are responsible for ensuring the tangible property is delivered to the State Treasurer's Office. It is in the reporting business's best interest to have tangible property sent registered via USPS, courier or hand delivered so a confirmation of delivery may be obtained.

If contents reported by a financial institution are returned to the owner prior to receiving remitting instructions from the State Treasurer's Office, provide a copy of the signed release to

UPReport@tos.iowa.gov.

Delivery Address

Iowa State Treasurer's Office

Unclaimed Property SDB

321 E 12th Street, 1st Floor

Des Moines, Iowa 50319