

## SPECIAL INSTRUCTIONS FOR REMITTING SAFEKEEPING ITEMS

Submit a list of owners using Schedule A with your report prior to November 1st if the property is unclaimed for "more than three years after the rental period expired." Enter the number of safe deposit boxes being remitted on the line provided on the cover page, which should equal the number of names being reported on Schedule A.

Call (602) 716-6036 to make an appointment for delivery.

Contents of safe deposit boxes should be placed in a **sealed** 9 X 12 or larger envelope. The name of the owner/co-owner and box number must be clearly marked on the outside of the envelope and must match the Schedule A list. Attach two copies of the inventory to the envelope. This inventory should also include the following information:

- Social Security Number
- Last known address
- Safe Deposit Box Number
- Fees/drilling costs due to holder
- Itemized list of contents of property envelope
- Last Activity Date
- Box Rent Due Date
- Forced Entry Date

You should contact your law enforcement agency for confiscation of all controlled substances found in any safe keeping receptacle. Make a note on your inventory sheets explaining that the items were found, but turned over to the local law enforcement agency

At the time of delivery, include a copy of the Schedule A. The Department will verify that each envelope received at delivery corresponds to a name on the Schedule A list. The Department shall notify the Holder of any discrepancies with the report or property inventories.

**Do not report EMPTY BOXES.** To avoid unnecessary work, we encourage you to drill the boxes prior to preparing your report.