

# Unclaimed Safe Deposit Box Identification Form

STATE OF WISCONSIN • Department of Revenue • Unclaimed Property

Mail to: Wisconsin Department of Revenue, PO Box 8982, Madison WI 53708

<p><b>A</b> Holder Name:</p>	<p><b>C</b> Report Year:</p>
<p><b>B</b> Tax ID Number:</p>	<p><b>D</b> Safe Deposit Box Number:</p>

**E Branch Where Property Was Held**

BRANCH NAME		
STREET OR PO BOX		
CITY	STATE	ZIP CODE

**F Amount Due Holder**

TYPE	AMOUNT
Drilling .....	\$ _____
Unpaid Rent .....	\$ _____
Other .....	\$ _____
Total \$	_____

**G Owner(s) Information**

LAST NAME	FIRST NAME	MIDDLE	TAX ID #
LAST NAME	FIRST NAME	MIDDLE	TAX ID #

**H Owner's Mailing Address**

STREET OR PO BOX		
CITY	STATE	ZIP CODE

**I Date of Abandonment**

MONTH, DAY, YEAR

**CHECKLIST TO DELIVER SAFE DEPOSIT BOX CONTENTS**

- Official bank inventory in envelope.
- This Form completed and attached to OUTSIDE of envelope.
- Deliver to Wisconsin Department of Revenue (DOR) by December 1.

# Safe Deposit Box Reporting Instructions

STATE OF WISCONSIN • Department of Revenue • Unclaimed Property

## How to Report:

Abandoned safe deposit boxes are reported on your annual unclaimed property report due by November 1 of each year. See [Holder Reporting](#) for additional information. The report is filed electronically and should include the following information:

- Name of owner(s) and appropriate relationship code
  - JT – joint tenants
  - PR – primary owner
  - PO – power of attorney
- Last known address of owner(s)
- Tax identification number of owner(s)
- Last contact date OR date the box rental period expired
- Box number and branch where box was located may be added to “Description” field of reporting software
- Add the value of the past due rent and/or drilling fees due holder

**Note:** Do not use this form to report the property. It is only used when remitting the contents of the safe deposit boxes to DOR.

## When to Remit:

Safe deposit box contents are to be delivered to DOR by **December 1**. Along with the contents:

- Include a copy of the verified bank inventory sheet with each bag of contents.
- Attach this form to the outside of the envelope containing the safe deposit box contents.

**NOTE:** All currency must be sent intact (do not deposit and issue bank check).

**NOTE:** Any safe deposit boxes containing weapons or explosives **MUST** be clearly marked and written notice must be provided to DOR 30 days before delivery.

## Instructions for Form UCP-120:

- A** Enter the complete name of the holder
- B** Enter Holder’s Tax ID number (e.g., FEIN, EIN, SSN)
- C** Enter the reporting year (e.g., for the period July 1, 2016 through June 30, 2017, enter 2017)
- D** Enter the safe deposit box number
- E** Enter the name and address for the branch where the safe deposit box contents were held
- F** Enter the amounts due the holder, including past due rent and drilling fees due holder
- G** Enter the name(s) of the owner(s) and the owner’s Tax ID number, if available
- H** Enter the owner’s last known mailing address
- I** Enter the date of abandonment (last contact date or the date the box rental period expired)