

# WUP-4

## Form Instructions

### Please use this form for Unclaimed Contents of Safe Deposit Boxes or other Safekeeping Repositories

Every holder maintaining safe deposit boxes or other safekeeping repositories located in the State of Wyoming shall report an inventory of property in its possession which constitutes unclaimed funds to the Unclaimed Property Division under W.S. 34-24-116.

Items of unclaimed funds must be identified by the categories and descriptions provided in the [Property Specific Safe Deposit/Safekeeping Guidelines](#).

**Please do not send contents of Safe Deposit Boxes at this time.**

Holder Info: Complete the holder information on the top of the form to include name, Federal Tax ID Number and Report Year.

- Column 1: **Social Security No. or Federal Tax ID No.** - Enter a **valid** Social Security Number for each owner of the funds or Federal Tax Identification Number (if business). Do not populate the field if a **valid** number is not available.
- Column 2: **Owner Name** – List owner’s last name, first name, middle name or initial. Use one block for each owner’s name. If there is joint ownership, list both names within the same block. If owner name is unavailable, insert “Unknown.”
- Column 3: **Last Known Address** - Report last known address of the owner as shown on your records, even though mail has been returned from such address. If the address is unknown, insert “Unknown.”
- Column 4: **Safe Deposit Box Identifying No.** - List the safe deposit box or other safekeeping identifying number.
- Column 5: **Date When Lease or Rental Period Expired** - List the date when the lease or rental period expired.
- Column 6: **Date of Opening of Safe Deposit Box or Other Safekeeping Repository** - List the date of the opening of the safe deposit box or other safekeeping repository.
- Column 7: **Number of Items** - List the number of items.
- Column 8: **Description of Articles** - Enter a complete description of all reportable items found in the box. If need additional space, attach a separate sheet of paper and include owner name with the items listed.

If reporting stock, include the registered owner’s name, issuing company and number of shares. If reporting currency (foreign and domestic), list according to monetary denomination, with the total cash value recorded (e.g. ten \$1.00 bills = \$10.00).

Coins should be wrapped according to denomination or placed in appropriate containers with the total cash value recorded (e.g. two full rolls of nickels with cash value of \$4.00, three loose quarters with cash value of \$.75).

**If there are no contents in the box, do not report owner information.**

**If tangible unclaimed property has been sold and the proceeds exceed any lawful claims of the holder, report it.**