

## Safe Deposit Box contents or Safekeeping property

Safe deposit box contents held by depositories which have remained unclaimed by the owners for five (5) years should be reported to Wyoming's Unclaimed Property Division on November 1 of every year. Safekeeping properties, loan collateral and any other tangible properties not held in safe deposit boxes should be reported after remaining unclaimed for five (5) years.

The five-year abandonment period commences on the date of last contact with the property owner.

**Safe deposit box contents:** Calculate five years from the date the last rental payments expired, i.e., the rental payment then due went unpaid.

**Unclaimed loan collateral:** Calculate five years from the dates the loans were paid in full and the collateral was returnable to the borrowers.

**Safekeeping properties:** Calculate five years from the date of last contact with the owner.

If the owners have other active accounts at your institution or there is other evidence of contact, do not report their property, even though the above criteria are met.

## Preparing your report

The report must include the names, addresses of the missing owners, the box number or safekeeping receipt number and a list, or inventory, of the contents of the box.

**Fees:** If the owner owes funds for unpaid safe deposit box rental charges, drilling fees, safekeeping costs, etc., do not deduct any of these costs from any cash that may be in the safe deposit box. Include this information with your report.

## Inventory of Property

The following five categories should be used to identify the contents:

- Papers
- Securities
- Firearms and Controlled Substances
- Cash
- Valuables and Others.

Remember that all contents must be inventoried. However, it is not necessary to write down every piece of paper in the box. Any items that have, or may have, a monetary value should be inventoried separately. If you have letters, slips of papers, pictures, or items of a personal affect, these may be inventoried together.

**Papers:** Do not itemize papers of no value. Miscellaneous documents may be listed as "misc. papers," with no detail required. Only military discharge papers, wills and life insurance policies must be described on your inventory. When describing wills, include the names of the makers of the wills. Descriptions of life insurance policies should include the company names and the names of the insured.

**Securities:** Securities include stock certificates, government bonds, interest coupons, etc. When describing securities related properties, include the registered owners' names, names of the security issuers and number of shares.

**Firearms and Controlled Substances:** You must contact your local law enforcement agency if firearms or controlled substances are found in safe deposit boxes.

Your local law enforcement agency should confiscate any controlled substances and live ammunition. Do not send these items to the Unclaimed Property Division. Include a letter with the inventory sheets, explaining that those items were found but turned over to your local law enforcement agency.

**Cash:** List coins or currencies by denomination. Do not send checks in place of the actual cash.

**Valuables and other items:** Valuables include all types of property not described in the other four categories. When describing jewelry or loose stones, describe the gems by color, i.e., gold-tone ring with small blue stone.

Do not send the contents with the report. We are not accepting the contents at this time. Please only send a copy of your inventory with your report. Please contact our office with questions or concerns.

### **Need Assistance?**

Please contact the Wyoming Unclaimed Property Division at:

307-777-5590  
upreports@wyo.gov