



HOW TO REPORT SAFE KEEPING

- Safekeeping is to be **reported** by November 1st. Contents will be remitted the following spring when requested.
- **All** contents must be reported and remitted to the treasurer’s office –even if they are considered to be of no value.
- **Do not** take cash from an abandoned box for fees.
- Contents **must** be reported in electronic form so that they can be uploaded directly into the treasurer’s system.
- When reporting safe deposit box contents, you must file a separate report/file from your intangible items.
- The more accurate/complete the inventory is, the smaller number of inquiries you will receive from our office regarding possible discrepancies.
- Paper inventory forms are no longer necessary (we have included them for your convenience only).
- The treasurer’s office will contact you in the spring to indicate when to send the contents.

HOW TO REPORT AND ITEMIZE CONTENTS

Open all sealed envelopes/containers to obtain an accurate description.

PAPERS

Will of John Doe
 American Insurance Company insurance policy John Doe
 Birth Certificate of John Doe
 Abstract of home located 123 Main St
 Miscellaneous papers of no value (Examples – receipts, letters, tax documents, car titles, empty envelopes...)

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
 20 Mexican pesos
 40 nickels
 10 - \$1.00 bills
 73 Jefferson nickels
 1 coin wrapper containing 50 US pennies dated 1918-1964 (if wrapper was originally empty, please indicate).

DO NOT remit firearms without going through the following steps:

1) Contact the local authorities and explain the situation.

2) If after the authorities have been contacted and the firearm is deemed acceptable to turn over to the treasurer’s office, please call and arrange for delivery.

****If the safekeeping has contents that are considered hazardous or dangerous to ship, please contact the treasurer’s office before remitting.****

VALUABLES/OTHER

6 gold colored necklaces
 1 gold colored pocket watch
 1 gold colored ring with 5 clear stones
 1 pair screw back earring with clear red stone



State Treasurer of Iowa
Michael L. Fitzgerald

SAFE DEPOSIT BOX REMITTING INSTRUCTIONS

Do not send safe deposit box contents or safekeeping items with the November 1st safekeeping report.

Safe deposit boxes or safekeeping items may not be delivered until the holder receives direction in writing from the office of the state treasurer to remit the contents. The direction will be issued within 120 days of the Treasurer's receipt of the safekeeping report (the following spring). When notification is received, all boxes or items are to be sent in their entirety. We will send notification, within 120 days of November 1st (the following spring).

Holders are responsible for ensuring that tangible property is duly delivered to the office of the state treasurer. It is in holders' best interest to hand-deliver tangible property or ship it by registered mail/hand delivery to have confirmation of delivery to:

Iowa Unclaimed Property SDB
Lucas Office Building
321 E 12th St
Des Moines, Iowa 50319



