

2017 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>A Holder Name:</p> <hr/> <p>B Tax ID Number:</p>	<p>C Report Year: 2017</p> <hr/> <p>D Safe Deposit Box Number:</p>
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E Branch Where Property Was Held

BRANCH NAME

STREET OR PO BOX

CITY	STATE	ZIP CODE
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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
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I Date of Abandonment

MONTH, DAY, YEAR

- CHECKLIST TO DELIVER SAFE DEPOSIT BOX CONTENTS**
1. Official bank inventory in envelope.
 2. Unclaimed Safe Deposit Box Identification (Form UCP-120) completed and attached to OUTSIDE of envelope.
 3. Deliver to Wisconsin Department of Revenue by December 1, 2017.

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](#) on wismissingmoney.com 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 Form UPC-120, *Unclaimed Safe Deposit Box Identification Form* to report the property. This form is only used when remitting the contents of the safe deposit boxes to the Department of Revenue.

When to Remit:

1. Safe deposit box contents are to be delivered to the Wisconsin Department of Revenue by **December 1, 2017**. Along with the contents:
 - Include a copy of the verified bank inventory sheet with each bag of contents
 - Attach a completed Form UCP-120 to the outside of the envelope containing the safe deposit box contents.
2. 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.

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)