

# 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> <hr/> <p><b>B</b> Tax ID Number:</p>	<p><b>C</b> Report Year:</p> <hr/> <p><b>D</b> Safe Deposit Box Number:</p>
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**E Branch Where Property Was Held**

BRANCH NAME

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STREET OR PO BOX

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CITY	STATE	ZIP CODE
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**F Amount Due Holder**

TYPE	AMOUNT
Drilling .....	\$ _____
Unpaid Rent .....	\$ _____
Other .....	\$ _____
<b>Total</b>	<b>\$</b> _____

**G Owner(s) Information**

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

<p><b>H Owner's Mailing Address</b></p> <p>STREET OR PO BOX</p> <hr/> <p>CITY</p>	<p><b>I Date of Abandonment</b></p> <p>MONTH, DAY, YEAR</p>
<p>STATE</p>	<p>ZIP CODE</p>

- 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.

# Safe Deposit Box Reporting Instructions

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## 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](http://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**. 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)