

# Safe Deposit Boxes Report Forms and Instructions

These forms are intended for reporting safe deposit box contents.

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# INSTRUCTIONS FOR FORM UP-1K SAFEKEEPING

**The form UP-1K must accompany all holder reports.**

## **HOLDER INFORMATION:**

Please type or print your report.

**ITEM 1-** Enter your federal employer identification number.

**ITEM 2-** Enter your institution name and mailing address.

**ITEM 3-** If this report is being prepared by an agent on behalf of the institution, enter the agent's name and address.

**ITEM 4-** Enter the name of the person completing the form.

**ITEM 5-** Enter the telephone number for the person completing the form.

**ITEM 6-** Enter the e-mail address for the person completing the form.

**ITEM 7-** Enter the date your institution was incorporated or registered.

**ITEM 8-** Enter the state where your institution is registered or incorporated.

## **REPORT INFORMATION:**

**ITEM 9 -** Enter total number of safe deposit boxes.

## **VERIFICATION:**

This report must be certified by a CFO, partner or company officer.

**GO TO OWNER REPORT FORM (UP-2K) TO PROVIDE A DETAILED LISTING OF THE UNCLAIMED ACCOUNTS REFLECTED IN ITEM 9.**



# HOLDER REPORT SUMMARY FORM UP-1K 2022 SAFEKEEPING

**This form must accompany all holder reports.**

DID YOU ATTACH A CD? Y [ ] N [ ] ELECTRONIC FILERS: Submit a UP-1K for each business included on the CD.

HOLDER INFORMATION		
1. FEDERAL EMPLOYER ID#	2. INSTITUTION	
ADDRESS		
CITY, STATE, ZIP CODE		
3. IS THIS REPORT BEING PREPARED BY AN AGENT ON BEHALF OF THE INSTITUTION? Y [ ] N [ ] IF YES, FURNISH AGENT NAME AND ADDRESS:		
4. NAME OF CONTACT PERSON	5. TELEPHONE (    )	6. E-MAIL ADDRESS
7. DATE OF INCORPORATION	8. STATE OF INCORPORATION	
REPORT INFORMATION		
9. Number of safe deposit boxes/safekeeping items _____		
VERIFICATION STATEMENT		
<p>I _____, certify that I have caused to be prepared and have examined this report totaling _____ safe deposit boxes as to property presumed abandoned under the Disposition of Unclaimed Property Act for the year ended _____, that I am duly authorized to execute this verification by the institution and that I believe said report to be true, correct and complete as of said date to the best of my knowledge.</p>		
_____ Signature of Responsible Officer	_____ Printed or Typed Name of Responsible Officer	
_____ Title of Responsible Officer	_____ Date	
FOR OFFICE USE ONLY		
REPORT ID	HOLDER NO.	

# INSTRUCTIONS FOR COMPLETING FORM UP-2K

**A separate UP-1K for safe deposit boxes must be submitted.**

If you are reporting 25 or more properties, you must submit your report on a properly formatted read-only CD. We also require that you submit a paper copy of the report.

If you are reporting fewer than 25 properties, please use this form referencing the following instructions:

- Please type or print your report.
- List owners alphabetically by name.
- Enter the date of this report. We will use this date as reference should we need to contact you with questions regarding the report.
- Enter your federal employee identification number (FEIN).

**Item 1** - Enter the owner's name and address as shown on your business records.

**Item 2** - Date of birth.

**Item 3** - If multiple owners are listed, indicate the appropriate relationship code from the list on Page 4 (Introduction).

**Item 4** - Enter the owner(s) social security number (SSN) or federal employee identification number (FEIN).

**Item 5** - Enter the safe deposit box number.

**Item 6** - Enter the date the safe deposit box was drilled.

**Item 7** - Enter the total number of safe deposit boxes reported on this page.

**Item 8** - If this is the last page of your report, enter the grand total of all safe deposit boxes reported on all pages.

**NEGATIVE REPORTS ARE REQUIRED ON SAFE DEPOSIT BOXES!**



# INSTRUCTIONS FOR FORM UP-3K SAFEKEEPING INVENTORY FORM 2021

**ITEM 1-** ENTER BANK NAME

**ITEM 2-** ENTER FEDERAL IDENTIFICATION NUMBER

**ITEM 3-** ENTER HOLDER ID #

**ITEM 4-** REPORT DATE

**ITEM 5-** ENTER BOX OWNER'S OR OWNERS' NAME

**ITEM 6-** ENTER RELATIONSHIP CODE (SEE PAGE 4 OF INTRODUCTION)

**ITEM 7-** SAFE DEPOSIT BOX NUMBER

**ITEM 8-** DRILL DATE

**ITEM 9-** NUMBER OF ITEMS IN SAFE DEPOSIT BOX (EXAMPLE: 5 \$2 BILLS)

**ITEM 10-** SAFEKEEPING CODE

<u>SAFEKEEPING CODE</u>	<u>SALEABLE Y/N</u>	<u>DESCRIPTION</u>
1	Y	COINS
2	Y	JEWELRY
3	N	PAPER DOCUMENTS
4	N	SAVINGS BONDS
CURR	Y	CURRENCY
MISC	Y	OTHER TANGIBLE PROPERTY
STMP	Y	STAMPS
WEAP	Y	VARIOUS WEAPONS
WILL	N	WILL
BOND	N	BOND COUPON/DOC.

**ITEM 11-** DESCRIPTION

**PLEASE NOTE: WHEN OPENING A SAFE DEPOSIT BOX, AFTER DRILLING.....IF YOU DISCOVER A WEAPON...STOP AND CALL SECURITY IMMEDIATELY....HAVE SECURITY CLEAR THE WEAPON....RENDERING THE WEAPON SAFE TO HANDLE....PROCEED WITH INVENTORY RECORDING THE MAKE, MODEL AND CALIBER.**

**INVENTORY OF BOX SHOULD BE NOTARIZED WITH THE SIGNATURE OF BANK OFFICIAL AND BANK EMPLOYEE.**



# **SUBMISSION INSTRUCTIONS**

**PLEASE USE THE FOLLOWING SCHEDULE IN REPORTING AND DELIVERY OF SAFE DEPOSIT BOXES:**

- A. JANUARY 2022 - BANK OF AMERICA**
- B. FEBRUARY 2022 - TRUIST**
- C. MARCH 2022 - WELLS FARGO**
- D. NOVEMBER 1, 2021 - ALL OTHER BANKS**

- Record contents of each safe deposit box remitted to Unclaimed Property on the UP-3K Individual Safe Deposit Box Certificate of Inventory form.
  - Pack safe deposit box contents in a suitable container (plastic or brown paper envelope of appropriate size, or a cardboard bank box). Place a copy of the UP-3K Individual Safe Deposit Box Certificate of Inventory form in the container and tape a copy to the outside.
  - Secure the container with bank security tape.
  - If more than one container is sent, place all containers in a shipping box.
  - Put the UP-2K Safekeeping Detail Report Form in an envelope and place in the shipping box. If more than one shipping box is sent, complete a separate UP-2K for each shipping box.
- Note:** The form UP-2K Safekeeping Report Form must accompany each shipping box forwarded to state custody.

**Please send reports to:**

Georgia Department of Revenue  
Unclaimed Property Program  
4125 Welcome All Rd Suite 701  
Atlanta, GA 30349

**For additional questions contact:**

Telephone: (855) 329-9863 Fax  
Line: (404) 724-7013  
Email: [ucp.reporting@dor.ga.gov](mailto:ucp.reporting@dor.ga.gov)