

OUF-5 List of Owners of Safe Deposit Box Contents and Safekeeping INSTRUCTIONS

PURPOSE: This form is used to report unclaimed intangible property such as coins, currency, stamps, stocks and bonds from safe deposit boxes or other safekeeping repository. **DO NOT SEND TANGIBLE ITEMS SUCH AS LEGAL DOCUMENTS, PHOTOGRAPHS, PASSPORTS, JEWELRY OR PRECIOUS STONES.** Do not send a check in place of actual coins and currency, unless the unclaimed items have been sold and the proceeds exceed any lawful claims of the holder. If contents are liquidated, remit the funds using the OUF-2 form and identify as Nature of Funds Code SD06, Funds from Sale of Safe Deposit Box Contents.

The Division suggests that you deliver safe deposit box contents or other reportable safekeeping items by courier service. If you choose U.S. Postal Service request a return receipt to verify delivery.

ACCOUNTS WITH AN UNKNOWN OWNER AND/OR ADDRESS: Please list account number, amount and date of last transaction for accounts with unknown name and address. Please supply the owner's name, account number, amount and date last active for accounts with unknown address.

SAFE DEPOSIT BOX NUMBER: Enter the safe deposit box number, if available.

LEASE EXPIRATION DATE: Enter the date when the lease or rental period expired. Use the lease expiration as the date of last transaction to age safe deposit box contents for unclaimed funds reporting.

DESCRIPTION: You may enter a description or note up to fifty (50) characters in this field for the unclaimed account.

SPACE IS PROVIDED FOR TWO (2) OWNERS TO ALLOW FOR JOINT ACCOUNTS AND MULTIPLE RELATIONSHIPS. See pages 27-28 for a schedule of Relationship Codes with descriptions and Requirements for Reporting Joint Account Information.

LAST NAME OR BUSINESS NAME: Enter the owner's last name or if the owner is a business list the corporation, partnership, association or trade name exactly as it appears on the unclaimed account for each account.

FIRST NAME: Enter the owner's first name for each unclaimed account.

INITIAL: Enter the owner's middle initial for each unclaimed account.

STREET ADDRESS: **Report the last known address of the owner, beneficiary, payee, or trustee as shown by your records, even though mail has been returned from such address.** If the address is unknown, insert "Unknown".

Some companies mistakenly believe that if their records do not reflect the owner's current address then this field should contain "Unknown". **This field should contain the last known address as reflected by the company's records.**

STREET ADDRESS: This second address line may be used as needed. See the instructions above.

CITY: Enter the city for the owner's last known address. **DO NOT** abbreviate city names.

STATE: Enter the state for the owner's last known address. Use standard Post Office abbreviations for state.

ZIPCODE: Enter the zip code for the owner's last known address.

SOCIAL SECURITY NUMBER OR FEDERAL ID NUMBER: Other than the owner's name, **the most important information that you can furnish is the owner's Social Security Number (SSN) or Federal Tax Identification Number (FEIN).** This greatly assists the Division in its owner location activities and in the correct payment of claims. All SSN and FEIN information should contain nine numbers with no alpha characters. The Division will hold all Social Security Numbers in strictest confidence. They will be disclosed only to those State of Ohio employees involved with the identification of owners and payment of claims.

RELATIONSHIP CODE: Enter the appropriate Relationship Code which best describes the **owner's relationship to the funds.** There are examples of owner records for most relationships with explanations on pages 16-17. The Relationship Codes with descriptions and the Requirements for Reporting Joint Account Information are listed on pages 27-28 of this booklet.

Please group like items during the inventory process and provide the following for each item or group of items remitted as unclaimed:

NATURE OF FUNDS CODE: Enter the Nature of Funds Code corresponding to the description of funds. The Nature of Funds Codes and descriptions are listed on page 26 of this booklet.

NUMBER OF ITEMS: Enter the number of items for this item or group of items remitted. Coins should be wrapped according to denomination or placed in appropriate containers.

DESCRIPTION OF THE CONTENTS: Enter a description that best describes the unclaimed safe deposit box contents remitted. If reporting stock enter the registered owner's name, issuing company and number of shares.

OUF-5 LIST OF OWNERS OF SAFE DEPOSIT BOX CONTENTS AND SAFEKEEPING

COMPANY NAME				FEIN OR SSN			
SAFE DEPOSIT BOX NO.		DATE OF LAST LEASE PMT		DATE FORCED OPEN		REPORT YEAR	
Owner # 1	DESCRIPTION					DATE OF BIRTH	
	LASTNAME OR BUSINESS NAME			FIRST NAME		INITIAL	SSN OR FEIN
	STREET ADDRESS:						RELATIONSHIP CODE <input type="text"/>
	STREET ADDRESS:						
	CITY		STATE	ZIPCODE			
Owner # 2	DESCRIPTION					DATE OF BIRTH	
	LASTNAME OR BUSINESS NAME			FIRST NAME		INITIAL	SSN OR FEIN
	STREET ADDRESS:						RELATIONSHIP CODE <input type="text"/>
	STREET ADDRESS:						
	CITY		STATE	ZIPCODE			

NATURE OF FUNDS CODE	NUMBER OF ITEMS	OFFICE USE ONLY	DESCRIPTION OF THE CONTENTS

Use the Back of this Form To List Additional Unclaimed Items

Group like items during the inventory process and provide the following for each item or group:

Nature of Funds Code: Enter the Nature of Funds Code corresponding to the description of funds. The Nature of Funds Codes and descriptions are listed on page 26 of this booklet.

Number of Items: Enter the number of items for this item or group of items remitted. Coins should be wrapped according to denomination or placed in appropriate containers.

Description of the Contents: Enter a description that best describes the unclaimed safe deposit box contents remitted. If reporting stock include the registered owner's name, issuing company and number of shares

Joint Accounts or Accounts with Multiple Relationships: List the name and address information for each owner separately in the two (2) owner information blocks provided. If the box has more than two (2) owners please attach a separate sheet with their name and address information.

