



OUF-5a Owners of Safe Deposit Box Contents Detail

INSTRUCTIONS

Purpose: This form is used to report owner information of tangible property such as coins currency stocks and bonds from safe deposit boxes or other safekeeping repositories. **Do not send tangible property such as:**

- | | | |
|------------------------------|------------------------------|--------------------------------|
| Jewelry | Marriage license | Letters/Postcards |
| Wills | Mortgages | Film negatives |
| Death certificates | Weapons | Sexually explicit items |
| Birth certificates | Motor vehicle titles | Receipts |
| Photos | Powers of attorney | Identification cards |
| Pass books/Statements | Awards/Diplomas | Health records |
| Group life policies | Magnetic media | Deeds |
| Credit life policies | Adoption documents | War medals |
| Home owners policies | Immigration documents | Keys |

Do not report and remit boxes that contain only the above type items.

This list is not inclusive, if you have any questionable items please contact our office for instructions.

The dispositions of these items are at **your** discretion based on **your** internal policies and agreements with the box holder.

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

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

SPACE IS PROVIDED FOR THREE (3) OWNERS TO ALLOW FOR JOINT OWNERS AND MULTIPLE RELATIONSHIPS. See list of relationship codes (appendix 1) with descriptions and requirements for reporting joint accounts.

LAST NAME OR BUSINESS NAME: Enter 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.



Department
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Mike DeWine, Governor
Jon Husted, Lt. Governor

Division of Unclaimed Funds
Sheryl Maxfield, Director

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 Holders 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 by the holders records.

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

CITY: Enter the city for the owners last known address. DO NOT abbreviate city names.

STATE: Enter the state for the owners last known address. Use standard post office abbreviations for state.

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

SOCIAL SECURITY NUMBER OR FEDERAL I.D. NUMBER: Other than the owners name, **the most important information that you can furnish is the owners Social Security Number (SSN) or Federal Tax Identification Number (FEIN).** This greatly assists the Division in its owner location activities and in 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 the strictest confidence. They are disclosed only to those State of Ohio employees involved with the identification of owners and claim payment.

BIRTH DATE: Enter birth date(s) of owner(s) if available.

RELATIONSHIP CODE: Enter the appropriate Relationship Code which describes **the owner's relationship to the funds.**



OHIO DIVISION OF UNCLAIMED FUNDS OUF-5a SAFE DEPOSIT BOX OWNER DETAIL

REPORTING INSTITUTION _____ TAX I.D. _____

BRANCH _____ SAFE DEPOSIT BOX NUMBER _____

ADDRESS _____ ACCOUNT NUMBER _____

DATE OF LAST ACTIVITY: _____ DATE LEASE EXPIRED: _____ DATE DRILLED: _____

LAST NAME OR BUSINESS NAME _____ FIRST NAME _____ INITIAL _____ REALTIONSHIP CODE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ SSN _____ BIRTH DATE _____

LAST NAME OR BUSINESS NAME _____ FIRST NAME _____ INITIAL _____ REALTIONSHIP CODE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ SSN _____ BIRTH DATE _____

LAST NAME OR BUSINESS NAME _____ FIRST NAME _____ INITIAL _____ REALTIONSHIP CODE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ SSN _____ BIRTH DATE _____



OUF-5b Safe Deposit Box Inventory

INSTRUCTIONS

Trying to achieve the exact description of an item can be time consuming and difficult. The OUF-5b has been created to help Holders to accurately and quickly perform the inventory of a safe deposit box for reporting. The property types are printed in bold along with a brief description of the reportable items with a space to note the quantities. If an item is not listed a space is provided at the bottom of each category for it to be **neatly** printed in along with the quantity. If additional space is needed or you prefer to list the items separately please use the last page of the OUF-5b.

For example a Safe Deposit box contains a Twenty Dollar Gold Piece, 1976 two dollar bill and a 1890 Morgan Dollar, you would simply put a one by the Twenty Dollar Gold Piece category, a one by two dollar bill and a one by the Morgan Dollar.

Any coins of numismatic or collectable value should be reported, the list below details what should be reported.

United States Numismatic Coins

- a. **All uncirculated coins , regardless of date, denomination or condition**
- b. **All mint coins, regardless of date, denomination or condition**
- c. **All proof coins, regardless of date denomination or condition**
- d. **All coins that appear to be part of a collection or set, regardless of date, denomination or condition**
- e. **All mounted coins, such as in a sleeve or album, regardless of date or condition.**
- f. **All gold or gold like coins.**
- g. **Pennies dated 1960 and prior, regardless of condition**
- h. **Nickels date 1960 and prior regardless of condition.**
- i. **Dimes dated 1964 and prior regardless of condition**
- j. **Quarters dated 1976 and prior regardless of condition**
- k. **Half Dollars dated 1976 and prior regardless of condition**
- l. **All Dollar Coins regardless of date and condition.**



Foreign Numismatic Coins

All foreign coins, regardless of country of origin, date or condition.

United States Numismatic Paper Currency

- a. All uncirculated bills regardless of date denomination or condition
- b. All mint or unused bills regardless of date denomination or condition.
- c. All bills that appear to be part of a collection or set regardless of date, denomination or condition
- d. All mounted bills such as in a sleeve or album, regardless of date, denomination or condition.
- e. One Dollar bills dated 1963 and prior regardless of condition
- f. Two Dollar Bills dated 1976 and prior regardless of condition, the exception being red seal bills.
- g. Five Dollar Bills dated 1977 and prior regardless of condition
- h. Ten Dollar Bills Dated 1969 and prior regardless of condition
- i. Twenty Dollar Bills dated 1950 and prior regardless of condition
- j. Fifty Dollar Bills Dated 1950 and prior regardless of condition
- k. One Hundred Dollar Bills Dated 1966 and prior regardless of condition
- l. All Five Hundred, One Thousand and Ten Thousand Dollar Bills Regardless of date and condition.

Foreign Numismatic Bills

All foreign bills regardless of country of origin, date or condition.

Any non-numismatic currency can be converted to a check, note it on the OUF-5b under liquidated coins and currency and send it in.

The OUF-5b is a complete list of what is reportable.

Examples of items that are **not** reportable are

Jewelry	Marriage license	Letters/Postcards
Wills	Mortgages	Film negatives
Death certificates	Weapons	Sexually explicit items
Birth certificates	Motor vehicle titles	Receipts



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Photos	Powers of attorney	Identification cards
Pass books/Statements	Awards/Diplomas	Health records
Group life policies	Magnetic media	Deeds
Credit life policies	Adoption documents	War medals
Home owners policies	Immigration documents	Keys



PREPARING YOUR PROPERTY FOR DELIVERY

For each safe deposit box entered on your OUF-5a and b there should be a corresponding bag/envelope for that box with the owner's name(s) listed on the front. It is important that multiple boxes are not mixed together in a single bag or envelope for delivery.

Each unknown owner should also have their own individual bags/envelopes. Multiple unknown owners should not be lumped together in the same bag/envelope.

Non numismatic coins and currency should be converted to a check noted on the form OUF-5b and place with those owners' contents.

All bags/envelopes containing contents being reported should be put into box(es) for shipping to the Division. Completed form OUF-1 along with completed forms OUF-5a and OUF-5b for each owner should be placed in the box(es). Please be sure to securely tape your box(es) for shipping.

DELIVERY OF PROPERTY

DELIVERY BY MAIL OR COURIER

If choosing to deliver your property by Post Office or courier please ship to:

Ohio Department of Commerce

Division of Unclaimed Funds

77 South High Street

20th Floor

Columbus, Ohio 43215

DELIVERING IN PERSON

If delivering in person please call 614-644-1775 or 614-466-1442 to schedule a date and time.