

SAFE DEPOSIT BOX REMITTANCE

- A. The contents of a safe-deposit box or other safekeeping repository which have monetary value shall be presumed unclaimed. Items having monetary value include stock certificates, bonds, traveler's checks, certificates of deposit, money orders and historical documents including photographs of public figures. In addition, the Department recommends that the following items be remitted to the Department:

Adoption Documents	Loan Papers
Bank Books/Passbooks	Marriage Licenses
Baptism Certificates	Medical Documents
Birth Certificates	Military Papers
Checkbooks	Mortgages
Computer Diskettes	Motor Vehicle Titles
Contracts	Promissory Notes
Court Records	Real Estate Documents
Death Certificates	Tax Returns
Deeds	Trusts
Divorce Documents	Wills
Insurance Policies (All Types)	

The Department requests that the following NOT BE REMITTED to the Department:

Ammunition	Empty Envelopes
Articles of Incorporation	Firearms
Audio/Video Tapes	Keys
Awards/Diplomas	Letters/Notes
Bills (other than currency; such as a utility bill)	Newspaper Clippings
Blank or Cancelled Checks	Photographs (Personal Family Photos)
Credit Cards	Post Cards

- B. The [Safe Deposit Box Inventory \(DFS-UP-155\)](#) form must be used to inventory the contents for a safe deposit box. **The form must be sent along with the remittance of the safe deposit contents.** Safe deposit contents must be received by the Department 120 to 180 days after the report due date. **DO NOT SEND THE CONTENTS ALONG WITH THE REPORT THAT IS DUE APRIL 30TH.**
- C. In the event reported item(s) listed on the Safe Deposit Box Inventory (DFS-UP-155) form will not be sent to the Department, please notify the Department in writing by listing the items that will not be sent and including the reason why, i.e. No commercial Value, Items Claimed by the Owner Prior to Shipment, etc.
- D. Stock certificates found in a safe deposit box should be included along with the remittance.
- E. Non-numismatic paper currency and coins (paper currency or coins that do not have collectable value) found in a safe deposit box should be remitted along with the owner's contents by cashier's check made payable to the Department. Numismatic paper currency

and coins (paper currency and coins that have collectable value) must be remitted in their original form. Use the [Numismatic List for Financial Institutions](#) to determine if currency and coins have collectable value.

- F. A single cashier's check may be issued for non-numismatic paper currency and coins belonging to multiple safe deposit box owners; however, a list must be provided which clearly identifies the owners and the amount belonging to each owner. Write the check number on each owner's inventory sheet and indicate which coins and paper currency listed on the inventory sheet were converted to a cashier's check. Make cashier's checks payable to "Florida Department of Financial Services" and include the check(s) with the safe deposit box contents.

G. Shipping Contents

1. All contents must be packaged securely to prevent damage during shipment.
2. Breakables must be wrapped individually and packed in sturdy shipping containers.
3. Heavy items such as large quantities of coins must be placed in cloth coin bags and packed in sturdy shipping containers so they will not break open in shipment.
4. The safe deposit box contents must be insured at an amount equal to the estimated value of the property in order to protect the holder in case the package is lost in transit.
5. Include the holder number of the bank as part of the return address on each shipping container.
6. Send all safe deposit box contents in a single shipment. If contents are shipped at different times or from different locations, please provide the Department with a detailed shipping schedule that includes package-tracking information for all packages being sent, the name of the safe deposit box owners included in each shipment, the address of the branch that will be sending the contents, and the name of a person who may be contacted concerning the remittance of the contents.
7. If multiple shipping containers are being sent from the same location, each shipping container must be numbered, i.e. 1 of 6, 2 of 6 etc. Prominently mark several sides of each container "DELIVER UNOPENED". Mail the containers to:

Department of Financial Services,
Division of Unclaimed Property
Asset Management
200 East Gaines Street
Tallahassee FL 32399-0360

- H. In accordance with Section 717.119(5)(c), Florida Statutes and Rule 69I-20.036(4)(a), F.A.C., the penalty for the receipt of a safe deposit box container between 180 days after the report due date and 210 days after the report due date shall be \$100. Thereafter, the penalty shall be \$500 for each additional successive 30-day period. The penalty assessed against a holder shall not exceed \$4,000 annually. The penalty shall be remitted to the Department within 30 days after the date of the notification to the holder that the penalty is due.