



## OUF-5a Owners of Safe Deposit Box Contents Detail Instructions

Purpose: This form is used to report owner information of tangible property such as collectible coins, collectible currency, stocks and bonds from safe deposit boxes or other safekeeping repositories. Any non-numismatic currency should be converted to a check, noted on the OUF-5b under liquidated coins and currency and sent in.

**Do not send tangible property such as:**

- |                       |                       |                         |
|-----------------------|-----------------------|-------------------------|
| Jewelry               | Marriage licenses     | 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              |
| Homeowner's policies  | Immigration Documents | Keys                    |

**Do not report and remit boxes that contain only items like those listed above.**

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.



**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 by the holder’s records.

**Street Address:** Enter the owner’s last-known street address.

**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 (SSN) or Federal Employer Identification number (FEIN):** Other than the owners name, the most important information that you can furnish is the owners Social Security number (SSN) or Federal Employer 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 maintain the confidentiality and safeguard all Social Security numbers and Confidential Personal Information (CPI) in accordance with agency/state policies and industry information technology standards. Only State of Ohio employees involved with the compliance, reporting, and payment of unclaimed properties may have access to this data and may only use the data for the purpose of recovering and returning unclaimed funds to their rightful owners as authorized by Ohio law.

**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.



## 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 \_\_\_\_\_ RELATIONSHIP CODE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ SSN \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

LAST NAME OR BUSINESS NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ INITIAL \_\_\_\_\_ RELATIONSHIP CODE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ SSN \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

LAST NAME OR BUSINESS NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ INITIAL \_\_\_\_\_ RELATIONSHIP 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 Safe Deposit Box Inventory form has been created to help companies 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 Safe Deposit Box Inventory form.

For example, a safe deposit box contains a \$20 gold piece, a 1976 \$2 bill, and an 1890 Morgan dollar, you would simply put a "1" by the \$20 gold piece category, a "1" by \$2 bill and a "1" 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 dated 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. \$1 bills dated 1963 and prior regardless of condition.
- f. \$2 bills dated 1976 and prior regardless of condition, the exception being red seal bills.
- g. \$5 bills dated 1977 and prior regardless of condition.
- h. \$10 bills dated 1969 and prior regardless of condition.
- i. \$20 bills dated 1950 and prior regardless of condition.
- j. \$50 bills dated 1950 and prior regardless of condition.
- k. \$100 bills dated 1966 and prior regardless of condition.
- l. All \$500, \$1000, and \$10,000 bills regardless of date and condition.

## Foreign Numismatic Bills

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

**Any non-numismatic currency should be converted to a check, noted on the OUF-5b under liquidated coins and currency, and sent in.**



**Department  
of Commerce**

Division of Unclaimed Funds

Sheryl Maxfield, Director

Mike DeWine, Governor  
Jon Husted, Lt. Governor

**The OUF-5b Safe Deposit Box Inventory 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
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
Homeowners policies	Immigration Documents	Keys

<b>OUF-5B Safe Deposit Box Inventory</b>					
<b>Company Name</b>				<b>OWNER</b>	
				<b>BOX NO.</b>	
<b>QTY</b>	<b>U.S. CURRENCY SD-02</b>	<b>QTY</b>	<b>U.S. COIN BOOK(S) SD-01</b>	<b>QTY</b>	<b>U.S. PLATINUM COIN(S)/TYPE SET(S) SD-01</b>
	U.S. \$10,000 BILL(S)		U.S. 1-DOLLAR COIN BOOK(S)		
	U.S. \$1,000 BILL(S)		TOTAL NO. OF COINS IN BOOKS		<b>GOLD BULLION ETC. SD-01</b>
	U.S. \$500 BILL(S)				BAR(S)
	U.S. \$100 BILL(S)		U.S. 50-CENT COIN BOOK(S)		ROUND(S)
	U.S. \$50 BILL(S)		TOTAL NO. OF COINS IN BOOKS		INGOT(S)
	U.S. \$20 BILL(S)				NUGGET(S)
	U.S. \$10 BILL(S)		U.S. 25-CENT COIN BOOK(S)		SCRAP
	U.S. \$5 BILL(S)		TOTAL NO. OF COINS IN BOOKS		COMMEMORTIVE MEDAL(S)
	U.S. \$2 BILL(S)				COMMEMORTIVE MEDAL SET(S)
	U.S. \$1 BILL(S)		U.S. 10-CENT COIN BOOK(S)		DENTAL GOLD
			TOTAL NO. OF COINS IN BOOKS		GOLD-CAPPED TEETH/BRIDGEWORK
	<b>CONFEDERATE BILL(S) SD-02</b>				FLAKES
	CONFEDERATE \$1,000 BILL(S)		U.S. 5-CENT COIN BOOK(S)		SCRAPS
	CONFEDERATE \$500 BILL(S)		TOTAL NO. OF COINS IN BOOKS		
	CONFEDERATE \$100 BILL(S)				<b>FOREIGN PLATINUM COIN(S)/SET(S) SD-01</b>
	CONFEDERATE \$50 BILL(S)		U.S. 1-CENT COIN BOOKS		
	CONFEDERATE \$20 BILL(S)		TOTAL NO. OF COINS IN BOOKS		<b>SILVER BULLION ETC. SD-01</b>
	CONFEDERATE \$10 BILL(S)				BAR(S)
	CONFEDERATE \$5 BILL(S)		U.S. COMBINATION COIN BOOK(S)		ROUND(S)
	CONFEDERATE \$2 BILL(S)		TOTAL NO. OF COINS IN BOOKS		INGOT(S)
	CONFEDERATE \$1 BILL(S)				NUGGET(S)
			<b>U.S. COIN SET(S) SD-01</b>		SCRAP
	<b>U.S. FRACTIONAL CURRENCY SD-02</b>		PROOF SETS(S)		COMMEMROTIVE MEDAL(S)
	Any type (Number of pieces)		MINT SET(S)		COMMEMROTIVE MEDAL SET(S)
			TYPE SET(S)		
	<b>U.S. SILVER CERTIFICATES SD-02</b>		PARTIAL SET(S)		<b>FOREIGN COIN/CURRENCY SD-01/SD-02</b>
	\$20 SILVER CERTIFICATE		PROOF COIN(S)		FOREIGN CURRENCY
	\$10 SILVER CERTIFICATE		UNCIRC COIN(S)		
	\$5 SILVER CERTIFICATE				FOREIGN COIN(S)
	\$1 SILVER CERTIFICATE				
			<b>EARLY U.S. COIN(S) SD-01</b>		
			1 CENT LARGE		FOREIGN COIN SET(S)
			2 CENT COIN(S)		
			3 CENT COINS(S)		FOREIGN COIN BOOK(S)
	U.S. DOLLAR COIN(S) LOOSE		HALF CENT COIN(S)		TOTAL NO. OF COINS IN BOOKS
	U.S. DOLLAR COIN ROLL(S)		HALF DIME COIN(S)		
	U.S. DOLLAR COIN PARTIAL ROLL(S)		UNIDENTIFIED U.S. COINS		<b>NON MONETARY COINS/TOKENS SD-01</b>
	U.S. 50-CENT COIN(S) LOOSE				
	U.S. 50-CENT COIN ROLL(S)		<b>U.S. GOLD COIN(S) SD-01</b>		<b>LIFE INSURANCE POLICIES SD-50</b>
	U.S. 50-CENT COIN PARTIAL ROLL(S)		U.S. \$50 GOLD COIN(S)		No group or credit life policies
			U.S. \$20 GOLD COIN(S)		
	U.S. 25-CENT COIN(S) LOOSE		U.S. \$10 GOLD COIN(S)		<b>CASHIER CHECKS SD-50</b>
	U.S. 25- CENT ROLL(S)		U.S. \$5 GOLD COIN(S)		
	U.S. 25-CENT PARTIAL ROLL(S)		U.S. \$3 GOLD COIN(S)		Amount total
			U.S. \$2 1/2 GOLD COIN(S)		
	U.S. 10-CENT COIN(S) LOOSE		U.S. \$1 GOLD(S)		<b>STAMPS SD-03</b>
	U.S. 10-CENT COIN ROLL(S)		MISC. U.S. GOLD COIN(S)		U.S. STAMPS LOOSE
	U.S. TEN-CENT COIN PARTIAL ROLL(S)				U.S. STAMPS IN ALBUMS
			<b>U.S. GOLD PROOF(S)/TYPE SET(S) SD-01</b>		U.S. STAMP SETS
	U.S. 5-CENT COINS(S) LOOSE				U.S. FIRST DAY COVERS
	U.S. 5-CENT COIN ROLL(S)		<b>FOREIGN GOLD COIN(S) SD-01</b>		
	U.S. 5-CENT COIN PARTIAL ROLL(S)		KRUGERRAND(S)		FOREIGN STAMPS LOOSE
			CANADIAN MAPLE LEAF(S)		FOREIGN STAMPS IN ALBUMS
	U.S. 1-CENT COIN(S) LOOSE		CHINESE PANDA(S)		FOREIGN STAMP SETS
	U.S. 1-CENT ROLL(S)		OTHER,FOREIGN GOLD COIN(S)		FOREIGN FIRST DAY COVERS
	U.S. 1CENT PARTIAL ROLL(S)				
			<b>SIGNATURE AND DATE</b>		
			<b>SIGNATURE AND DATE</b>		





