

Instructions for Safe Keeping Inventory Sheet

Do not sell any item. The State will conduct an auction and reimburse your costs for drilling and past due rent.

Name of Bank, Institution or Company and Branch Location: .

Enter the holders name and branch location where the property was held.

Name of Box Owner(s):

Enter the full name(s) of the owner(s) of the safe deposit box. Be sure to include information which would assist with owner identification such as: Jr., Sr., Mrs., and, or, joint tenants, etc. Social security number, last known address birth date are also very important in identifying an owner, please provide if available.

Box Number:

Enter the safe deposit box number or location where item was found.

Date Drilled:

Enter the date the safe deposit box was opened or the date the items became unclaimed if items were found in lobby, etc.

Report Year:

The year the report is being filed for. (based on fiscal year reporting: July 1 through June 30)

Code: Property Description (abbreviation)

TITL	Car Title - DMV	DOC	Paper Documents
CNS	Coins	SEC	Stock, Bearer Bonds, Etc.
CURR	Currency	SBON	US Savings Bonds
JEWL	Jewelry	FIRE	Firearm
MIL	Military Papers	KNIF	Knife
VMIS	Misc. Which May Have Value	LIFE	Whole / Universal Life Ins.
MISC	Other Tangible Property	WILL	Wills Signed Original / Copies

Individual Descriptions of the Safekeeping or Safe Deposit Box items:

Enter the quantity and a detailed description of each item.

EXAMPLE

- 1 14K gold ring with 2 clear stones
- 3 silver colored necklaces
- 1 coin wrapper containing 50 US pennies
- 1 coin book containing 13 Jefferson nickels
- 1 Lucky Strike Mining Company certificate #LSM634, 50 shrs common stock
- 1 envelope containing 2 wills, 4 birth certificates and miscellaneous legal papers

Disposition:

Do not write in this area. Department use only.

REIMBURSEMENT REQUEST: Do Not deduct any fees, expenses, or other charges from cash inventory.

Holders may request reimbursement from the State of Alaska for expenses and fees. The State will reimburse holder **after** contents have been liquidated. **Do Not sell items to offset fees.**

Signature of Bank Official:

Signature of staff conducting inventory.

Date of Inventory:

Enter the date the inventory was performed.

**THIS FORM IS REQUIRED FOR ALL SAFE DEPOSIT BOXES
AND SAFEKEEPING ITEMS REPORTED & REMITTED TO THE STATE OF ALASKA.**