



STATE OF ALABAMA
UNCLAIMED PROPERTY DIVISION
P. O. Box 302520 Montgomery, AL 36130-2520
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www.treasury.alabama.gov

NOTIFICATION TO FINANCIAL INSTITUTIONS FOR REPORTING/REMITTING SAFE DEPOSIT BOX CONTENTS

The November 1st deadline is quickly approaching for all financial institutions required to file unclaimed property reports under the Alabama Disposition of Unclaimed Property Act. This act requires all financial institutions to electronically file a report and remit the contents of dormant/abandoned safe deposit boxes. A copy of the law may be viewed or downloaded from our website.

It is recommended that all bank branches report and remit safe box contents through the main branch or home office. This will result in a single annual safekeeping report for your entire institution.

- When reporting safe deposit box contents, remit the entire inventory with the report. Your report must balance with the remittance at the time of delivery.
- The report should include all owner information such as owner name(s), last known address, social security number(s), safe deposit box number, etc.
- Remittance should be made by registered mail, certified mail, or hand delivery only to our physical address at 100 N Union Street Suite 636, Montgomery, AL 36104. **For all mailings, you are required to provide advance notification along with appropriate tracking numbers, estimated delivery dates, etc.**
- **To provide notification, please contact our Business Reporting Section by email at unclaimed@treasury.alabama.gov or 1-888-844-8400, option 3.**
- Please do not report empty safe deposit boxes.
- Negative reporting (no property to report) is **NOT** required.

Safe deposit box items should NOT be reported in combination with your regular reporting of cash items or securities related property.

- Download full instructions from the Office of State Treasurer's website at www.treasury.alabama.gov (Report Property Tab/Forms and Instructions).

We encourage all financial institutions to visit our website or contact our office if you have questions or need any assistance with filing or remitting your unclaimed property report.