



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting and Auditing – Bureau of Unclaimed Property

SAFE DEPOSIT BOX INVENTORY FORM OF PROPERTY PRESUMED UNCLAIMED

IMPORTANT: MARK SHIPPING CARTON “DELIVER UNOPENED”

Mail Contents to:

**State of Florida
Department of Financial Services
Bureau of Unclaimed Property
200 East Gaines Street
Tallahassee, FL 32399-0360**

Unclaimed Property Identification Number (UPID) (From DFS-UP-111 Cover Sheet) _____

Federal Tax Identification Number (FEID) _____ Branch # _____

Branch Location/Address _____

Owner's Name _____

Owner's Address _____

Safe Deposit Box # _____ Date Drilled _____ Rent Due \$ _____

Drilling Fee \$ _____ Prepared By _____ Date Prepared _____

Operations Officer _____ Date Prepared _____

Date Claimed By Owner _____ Owner's Signature _____

Witnessed By _____ Date _____

Y/M = Yellow Metal
W/M = White/Silver Colored Metal

CONVERT ALL FACE VALUE MONIES TO CHECK PAYABLE TO:
DEPARTMENT OF FINANCIAL SERVICES

QTY	SBO1-JEWELRY	QTY	SB 13-US GOLD	QTY	SB 08-NUMISMATIC US BILLS
	Y/M NECKLACE(S)		U.S. PROOF / MINT SET (S)		U.S. \$10,000.00 BILL(S)
	Y/M NECKLACE W/PENDANT(S)		TOTAL OF COINS IN SETS		U.S. \$1,000.00 BILL(S)
	Y/M NECKLACE W/STONE(S)		U.S. \$50.00 GOLD COIN (S)		U.S. \$500.00 BILL(S)
	NECKLACE W/PEARL-LIKE BEADS		U.S. \$20.00 GOLD COIN (S)		U.S. \$100.00 BILL(S)
	Y/M RING(S)		U.S. \$10.00 GOLD COIN (S)		U.S. \$50.00 BILL(S)
	Y/M RING W/STONE(S)		U.S. \$5.00 GOLD COIN (S)		U.S. \$20.00 BILL(S)
	Y/M RING W/BEAD(S)		U.S. \$2-1/2 GOLD COIN (S)		U.S. \$10.00 BILL(S)
	Y/M BRACELET(S)		U.S. \$1.00 GOLD COIN (S)		U.S. \$5.00 BILL(S)
	Y/M BRACELET W/STONE(S)		U.S. GOLD PROOF/MINT SET (S)		U.S. \$2.00 BILL(S)
	Y/M BRACELET W/CHARM(S)		TOTAL # OF COINS (IN SET)		U.S. \$1.00 BILL(S)
	BRACELET W/PEARL-LIKE BEAD(S)		U.S. PLATINUM COIN (S)		
	Y/M PIN / BROOCH(S)			QTY	SB 08-CONFEDERATE STATES PAPER MONEY
	Y/M PIN / BROOCH W/STONE(S)	QTY	SB 03-NUMISMATIC COINS		CONFEDERATE \$1000 BILL(S)
	Y/M PIN / BROOCH W/BEAD(S)		U.S. COINS & COIN BOOKS		CONFEDERATE \$500 BILL(S)
	Y/M CHARM / PENDANT(S)		U.S. 1-DOLLAR COIN(S) LOOSE		CONFEDERATE \$100 BILL(S)
	Y/M PAIR OF CUFFLINKS		U.S. 1-DOLLAR ROLL(S)		CONFEDERATE \$50.00 BILL(S)
	Y/M SINGLE CUFFLINK(S)		U.S. 1-DOLLAR PARTIAL ROLL(S)		CONFEDERATE \$20.00 BILL(S)
	Y/M CAMEO STYLE PIN/PENDANT		U.S. 1-DOLLAR COIN BOOK(S)		CONFEDERATE \$10.00 BILL(S)
	W/M CAMEO STYLE PIN/PENDANT		TOTAL # OF COINS IN BOOKS		CONFEDERATE \$5.00 BILL(S)
	Y/M PAIR OF EARRINGS				CONFEDERATE \$ 2.00 BILL(S)
	Y/M PAIRS EARRINGS W/STONE(S)		U.S. 50-CENT COIN (S) LOOSE		CONFEDERATE \$1.00 BILL(S)
	Y/M SINGLE EARRING(S)		U.S. 50 CENT COIN ROLL (S)		
	Y/M SINGLE EARRING W/STONE(S)		U.S. 50 CENT PARTIAL ROLL (S)		
	GEM STONE(S)		U.S. 50-CENT COIN BOOK (S)	QTY	SB 09-FOREIGN PAPER CURRENCY
	W/M NECKLACE(S)		TOTAL # OF COINS IN BOOKS		
	W/M NECKLACE W/PENDANT(S)				
	W/M NECKLACE W/STONE(S)		U.S. 25-CENT COIN (S) LOOSE	QTY	SB 10-FOREIGN COIN(S)
	W/M RING(S)		U.S. QUARTER ROLL (S)		
	W/M RING W/STONE(S)		U.S. QUARTER PARTIAL ROLL(S)		
	W/M BRACELET(S)		U.S. 25-CENT COIN BOOK (S)	QTY	SB 14-FOREIGN GOLD COIN(S)
	W/M BRACELET W/STONE(S)		TOTAL # OF COINS IN BOOKS		
	W/M BRACELET W/CHARM(S)				
	W/M PIN / BROOCH(S)		U.S. 10-CENT COIN (S) LOOSE		
	W/M PIN/BROOCH W/STONE(S)		U.S. 10-CENT COIN ROLL (S)	QTY	SB 15-FACE VALUE MONIES
	W/M CHARM/PENDANT(S)		U.S. 10-CENT PARTIAL ROLL (S)		
	W/M SINGLE CUFFLINK(S)		U.S. 10-CENT COIN BOOK (S)		\$100.00 BILL(S) F/V
	W/M PAIR OF CUFFLINK(S)		TOTAL # OF COINS IN BOOKS		\$50.00 BILL(S) F/V
	W/M PAIR OF EARRINGS				\$20.00 BILL(S) F/V
	W/M PAIR EARRINGS W/STONE(S)		U.S. 5-CENT COIN (S) LOOSE		\$10.00 BILL(S) F/V
	W/M SINGLE EARRING(S)		U.S. 5-CENT COIN ROLL (S)		\$5.00 BILL(S) F/V
	W/M SINGLE EARRING W/STONE(S)		U.S. 5-CENT PARTIAL ROLL (S)		\$1.00 BILLS F/V (S)
	MISC. JEWELRY PIECE(S)		U.S. 5-CENT COIN BOOK (S)		\$0.50 CENT COIN(S) F/V
	EARRING BACK(S), CLASP(S), ETC		TOTAL # OF COINS IN BOOKS		\$0.25 CENT COIN(S) F/V
	TIE TACK(S) & TIE CLIP(S)				\$0.10 CENT COIN(S) F/V
	TUXEDO BUTTON(S)/STUD(S)		U.S. 1-CENT(S) (PENNY)		\$0.05 CENT COIN(S) F/V
	MISC PIN(S)		U.S. 1-CENT PENNY ROLL(S)		\$0.01 CENT COIN(S) F/V
	MISC NECKLACE(S)		U.S. 1-CENT PARTIAL ROLL(S)		CONVERT TO CHECK
	MISC BRACELET(S)		U.S. 1-CENT PENNY BOOK(S)		
			TOTAL # OF COINS IN BOOKS		

QTY	SB 02-WATCHES	QTY	SB 07-MISCELLANEOUS VALUABLES	QTY	SB 07-MISCELLANEOUS VALUABLES
	Y/M WATCH W/BAND(S)		ARROW HEAD(S)		SILVER CANDLE HOLDER(S)
	Y/M WATCH W/STONE(S)		BASEBALL(S)		SILVER FORK(S)
	Y/M WATCH NO BAND(S)		BASEBALL CARD(S)		SILVER INGOT(S)
	Y/M POCKET WATCH(S)		BELT BUCKLE(S)		SILVER KNIFE / KNIVES
	Y/M POCKET WATCH W/CHAIN(S)		BEZEL(S) COIN, JEWELRY		SILVER MEDALLION(S)
	Y/M POCKET WATCH W/CHAIN & POCKET KNIFE		BINOCULARS		SILVER SERVING PIECE(S)
	MISC. WATCH PARTS, BEZELS, BANDS, LINKS, ETC.		CALCULATOR(S)		SILVER SET(S) (# OF PIECES) # OF PIECES IN ALL SETS
	WATCH CHAIN(S)		CAMERA(S)		SILVER SPOON(S)
	W/M WATCH W/BAND(S)		CARVED PIECES		SILVER TRAY(S)
	W/M WATCH W/STONE(S)		CHANGE PURSE OR PURSE		SOUVENIR SPOON(S)
	W/M WATCH NO BAND(S)		CLOCK(S)		SPORTS MEMORABILIA
	W/M POCKET WATCH(S)		COMM. MEDALLION SET(S) & TOTAL # OF MEDALLION(S)		SWEATER GUARD(S)
	W/M POCKET WATCH W/CHAIN(S)		COMMEMORATIVE MEDALLION		THIMBLE(S)
	W/M POCKET WATCH W/CHAIN & POCKET KNIFE		COMPACT(S)		U.S. STAMP(S)
			EYE GLASSES		U.S. STAMP BOOK(S) & # OF STAMPS IN BOOK(S)
			FOREIGN STAMP(S)		
			FOREIGN STAMP BOOK(S) & # OF STAMPS IN BOOK(S)		W/M KEY CHAIN(S)
			GOLD BAR(S)		W/M LIGHTER(S)
QTY	SB 12-U.S. SAVINGS BONDS		GOLD CAPPED TOOTH / TEETH		W/M MONEY CLIP(S)
	U.S. SAVINGS BOND(S) \$10,000.00		HARMONICA(S)		WALLET(S)
	U.S. SAVINGS BOND(S) \$1,000.00		HISTORICAL DOCUMENT(S)		WAR MEDAL(S)
	U.S. SAVINGS BOND(S) \$500.00		KNIFE / KNIVES		WHISTLE(S)
	U.S. SAVINGS BOND(S) \$100.00		MANICURE SET(S) & TOTAL # OF PIECES IN SET(S)		Y/M KEY CHAIN(S)
	U.S. SAVINGS BOND(S) \$75.00		MILITARY PIN(S)		Y/M LIGHTER(S)
	U.S. SAVINGS BOND(S) \$50.00		MISC. BOOK(S) ALL KINDS		Y/M MONEY CLIP(S)
	U.S. SAVINGS BOND(S) \$25.00		MISC. BOTTLES, PERFUME, PILL, MISC. BUTTON(S)		
			MISC. DAMAGED COIN(S)		
QTY	SB 05-BONDS (NOT SAVINGS BONDS)		MISC. PIN(S)		
	OTHER BONDS (i.e State of Israel)		MISC. SHELL(S)		SB 06-PERSONAL DOCUMENTS
	BEARER BONDS		MISC. TOKEN(S)		
			MISCELLANEOUS BOXES (PILL, WOOD, TIN, GLASS, JEWELRY)		
			MISC. ROCK (S)/STONE(S)		
			MISC. SILVER PIECE(S)		
			MUSIC BOX(S)		
			NAPKIN RING(S)		
			OLD MAGAZINE, COLLECTABLE		
			OLD NEWSPAPER, COLLECTABLE		
QTY	SB 11-CHECKS		PEN/PENCIL(S)		
	CERTIFICATE(S) OF DEPOSIT		PEN-PENCIL SET / REFILLS & NUMBER OF PIECES IN SET(S)		
	TRAVELER'S CHECK(S)		PICTURE(S), PAINTING(S)		
	THIRD PARTY CHECK(S)		POCKET KNIFE / KNIVES		
	OTHER CHECK(S)		PRAYER BEADS (ROSARY)		
			SILVER BOWL(S)		
			MISC. SOUVENIR'S		
			KEY(S)		
			LETTER OPENER(S)		



DEPARTMENT OF FINANCIAL SERVICES
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**GUIDE FOR USING SAFE DEPOSIT BOX
 BANK INVENTORY FORM DFS-UP-155**

Attempting to capture the exact description of an item can be difficult and time consuming. DFS-UP-155 has been created to assist financial institutions with the inventory of unclaimed safe deposit box contents and is designed to succinctly capture pertinent information. The categories are listed in **bold** print and are followed by a brief description of item(s) with a space next to the description where financial institutions can place the quantity inventoried. In the event a description is not listed for an item, it may be neatly printed at the bottom of the category that best fits the item.

For example: A safe deposit box containing 3 yellow metal rings with different colored stones would be included on the DFS-UP-155 inventory sheet by writing the quantity of 3 next to the description 'Y/M RING W/STONE(S)', see excerpt of the table below.

QTY	SBO1-JEWELRY	QTY	SB 13-US GOLD	QTY	SB 08-NUMISMATIC US BILLS
	Y/M NECKLACE(S)		U.S. PROOF / MINT SET (S)		U.S. \$10,000.00 BILL(S)
	Y/M NECKLACE W/PENDANT(S)		TOTAL OF COINS IN SETS		U.S. \$1,000.00 BILL(S)
	Y/M NECKLACE W/STONE(S)		U.S. \$50.00 GOLD COIN (S)		U.S. \$500.00 BILL(S)
	NECKLACE W/PEARL-LIKE BEADS		U.S. \$20.00 GOLD COIN (S)		U.S. \$100.00 BILL(S)
	Y/M RING(S)		U.S. \$10.00 GOLD COIN (S)		U.S. \$50.00 BILL(S)
3	Y/M RING W/STONE(S)		U.S. \$5.00 GOLD COIN (S)		U.S. \$20.00 BILL(S)
	Y/M RING W/BEAD(S)		U.S. \$2-1/2 GOLD COIN (S)		U.S. \$10.00 BILL(S)
	Y/M BRACELET(S)		U.S. \$1.00 GOLD COIN (S)		U.S. \$5.00 BILL(S)
	Y/M BRACELET W/STONE(S)		U.S. GOLD PROOF/MINT SET (S)		U.S. \$2.00 BILL(S)
	Y/M BRACELET W/CHARM(S)		TOTAL # OF COINS (IN SET)		U.S. \$1.00 BILL(S)

However, if you prefer to list the items separately, please neatly write the descriptions on the last page of the DFS-UP-155 inventory sheet.

If you should have any questions, please contact the Department of Financial Services, Bureau of Unclaimed Property, by phone (850) 413-5722, or by email Elizabeth.Tatum@MyFloridaCFO.com.