

# Maryland Unclaimed Property Newsletter

## SAFE DEPOSIT BOX

### Reporting and Delivering

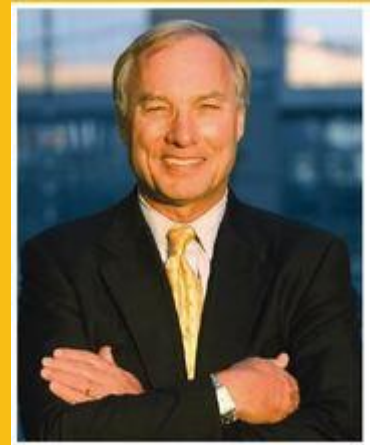


The State of Maryland Unclaimed Property suggests the following guidelines when reporting and delivering SAFE DEPOSIT BOXES from your institution:

- Please be advised that Safe Deposit Box reports and Annual Holder Reports are two different types of reports and should always be remitted separately.
- Ensure separate reporting of Safe Deposit Box and Annual Unclaimed Property reporting.  
**\*\*\*SHOULD NOT BE ON THE SAME REPORT\*\*\***
- Prior to submitting safe deposit box items, a preliminary report of contents should be submitted for a review on an inventory sheet via email or mail to:  
**Warren Smith [wsmith@comp.state.md.us](mailto:wsmith@comp.state.md.us)**  
**Elsie Brown [ebrown@comp.state.md.us](mailto:ebrown@comp.state.md.us)**
- Once an examiner has reviewed the items on the inventory sheet, they will be mark as **accepted** or **rejected**.
- Those items that are marked as accepted can then be shipped to our office with the Safe Deposit Box report.
- Holders reporting **ten (10) or more** individual safekeeping accounts must be submitted electronically in **NAUPA format** to our **website** below:

<https://interactive.marylandtaxes.com/business/compliance/unclaimedPR/>

- Cash found in safekeeping boxes must be inventoried, counted, and remitted to the State.



**Peter Franchot**  
Comptroller of Maryland

Remit reports on the  
Comptroller's website

Download free unclaimed  
reporting software from:  
**HRS PRO**

**PHONE:**  
Central MD: 410-767-1700  
Toll-Free: 800-782-7383

**EMAIL:**  
[upholder@comp.state.md.us](mailto:upholder@comp.state.md.us)

Visit Unclaimed Property  
online.



- Safe deposit box contents and safekeeping properties will be scheduled for pick up by the Field Audit unit for local branches all others should be delivered on the assigned date to:

**Unclaimed Property Unit  
Comptroller of Maryland  
301 W. Preston St. Room 310  
Baltimore, MD 21201**

- If additional assistance is needed please feel free to contact our office via:

**Phone: 410-767-1700**  
**Email: [upholder@comp.state.md.us](mailto:upholder@comp.state.md.us)**  
**Website: <http://www.marylandtaxes.com/>**



**\*\*\*THIS OFFICE CAN ONLY ACCEPT ITEMS THAT ARE OF OR HAVE MONETARY VALUE FOR OWNERS TO CLAIM THOURGH OUR DEPARTEMENT. PLEASE BE ADVISED THAT PAPER ITEMS; SUCH AS BIRTH CERTIFICATES, LETTERS, AND ALL OTHER NON-MONETARY MISCELLANEOUS ITMES WILL BE REJECTED ACCORDINGLY\*\*\***

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Comptroller of Maryland, Unclaimed Property Unit  
301 W. Preston Street, Room 310  
Baltimore, Maryland, 21201-2383

In Central MD call: 410-767-1700  
toll-free: 800-782-7383

Email: [upholder@comp.state.md.us](mailto:upholder@comp.state.md.us)

Comptroller website: [www.marylandtaxes.com](http://www.marylandtaxes.com)