



## Reporting and Delivery of Safe Deposit Box Contents

Tangible property and all non-cash safe deposit box contents **must be liquidated or auctioned off and proceeds turned over to the Unclaimed Property Division** in the name of the owner as **CASH** (see Connecticut General Statute § 3-65a (j)). **Safe Deposit Box proceeds must be reported on or before March 30, 2016, the same as all other Holder Reports.** Pre-reporting is NOT required.

To Report Safe Deposit Proceeds (sold property only; report as cash):

- 3 or less owner's lines, you may use the manual ST77 form
- Otherwise, you must report electronically in NAUPA format (see bullet #3 on our website for the free versions of electronic reporting available) with a signed notarized coversheet

For Safe Deposit Contents:

- If you have securities (stocks or bonds) in the name of the owner(s), you may send the original certificates to the Office of the Treasurer. Attach a listing of the items to be sent to us, but do **NOT** include on the holder report. We will record these items as Safekeeping and return the certificate to the rightful owner upon claim.
- If you have US savings bonds please send them to the U.S. Department of the Treasury, Bureau of the Public Debt.
- **[NEW REQUIREMENT]** Per CGS Section 3-65a (k): If you have military or service medals in the safe deposit box, please send an excel listing of the items to us with details as to the owner of the safe deposit box (name and address) and the type of medal. If possible, include a picture of the medal. Attach a listing of the items to be sent to us, but do **NOT** include this information on the holder report. We will record the items as Safekeeping and process the paperwork to have the medal returned to the rightful owner upon claim. Please send the original medal and a copy of the documents sent to the Treasurer's Office to the following address:

CT Department of Veterans' Affairs  
General Counsel and Director of Legislative Affairs  
Administrative Building  
287 West Street  
Rocky Hill, CT 06067