

INSTRUCTIONS FOR LIST OF UNCLAIMED CONTENTS OF SAFE DEPOSIT BOXES OR OTHER SAFEKEEPING REPOSITORIES

Every holder maintaining safe deposit boxes or other safekeeping repositories in the State of New Mexico shall report to the Unclaimed Property Office with an inventory of property in its possession which constitutes unclaimed property under Section [7-8A-3-NMSA 1978].

HOLDER INFORMATION: Complete the holder information on the top of the form to include: name, address, reporting year, period covered, Federal Tax ID Number, contact person, phone number and E-mail address.

Column 1: Owner Name (list alphabetically): Enter owner's last name, first name, middle name or initial. Use one block for each owner's name. If there is joint ownership of the securities, list both names within the same block. If owner name is unavailable, enter "Unknown".

Column 2: Last Known Address: Enter last known address of the owner on your records, even though mail has been returned from such address. If the address is unknown, enter "Unknown".

Column 3: Social Security No. or Federal Tax ID No.: Enter Social Security Number of each owner of the funds or Federal Tax ID Number (if business).

Column 4: Safe Deposit Box or Identifying No.: Enter the safe deposit box or other safekeeping identification number.

Column 5: No. of Items: List the number of items.

Column 6: Description of Articles: Enter a complete description of all reportable items found in the box. If reporting stock, include the registered owner's name, issuing company and number of shares. If reporting currency (foreign and domestic), list according to monetary denomination, with the total cash value recorded. Example: 10 (ten) \$1.00 (one dollar) bills = \$10.00.

If there are no contents in the box, do not report owner information.

We suggest you deliver your safe deposit box contents by courier service. If you choose to use the U.S. Postal Service, be sure to request return receipt to verify delivery. **NOTE: When addressing, specify the attention of the Unclaimed Property Office.**

You may photocopy this form as needed to complete your annual report.

If you have any questions concerning your reporting obligations, please contact the Unclaimed Property Office at:

New Mexico Taxation & Revenue Department
Unclaimed Property Office
P O Box 25123
Santa Fe, New Mexico 87504-5123

(505) 827-0767 or (505) 827-0668