

# Unclaimed Property Safe Deposit Box Remittance

Holder Federal Employer Identification Number	Holder phone number (Area code and number)
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Holder name		
Holder address line 1		
Holder address line 2		
City	State	ZIP code

Number of shipping containers	Number of properties reported
Number of properties remitted	Number of properties with \$1,000 or more in U.S. Cash

I declare that the property delivered is a complete and correct remittance of all reported tangible property.		
Signature of holder representative <b>sign here</b> 	Name and title of holder representative	Date

## How To Ship Reported Tangible Property

- Complete top of form with remittance information.
- Print the Safebox System Inventory received with the shipping notification. This is your packing slip.
- If property is reported from a central location, it must be sent as a single shipment. The shipment may include multiple containers.

When packaging items for shipment:

- Initial each property on the Safebox System Inventory as it is packed in the shipping container.
- Pack the properties in same order as listed on the inventory list.
- Do not include property that is not on the Safebox System Inventory.
- If any property on the inventory list is not included in the shipment, note the reason.
- If any property includes \$1,000.00 or more in U.S. cash, highlight the property on the inventory list.
- Fragile or delicate items must be packaged carefully.
- Number each container and include the total number of containers in the label. (e.g. 1 of 5)
- Place the Safe Deposit Box Remittance and the Safebox System Inventory inside the top of shipping container number one.

All containers must be shipped using a courier service. Do not use the United States Postal Service.

All shipments must require a signature upon delivery.

**Ship packages to** Texas Comptroller of Public Accounts  
 Unclaimed Property  
 208 E. 10th Street, Room 232-A  
 Austin, TX 78701-2407

Send an email with the tracking information to [unclaimed.auction@cpa.texas.gov](mailto:unclaimed.auction@cpa.texas.gov).

## For Assistance

Additional information can be found in the publication "Unclaimed Property Reporting Instructions," available at [www.comptroller.texas.gov/up/forms/96-478.pdf](http://www.comptroller.texas.gov/up/forms/96-478.pdf). Contact us by email at [unclaimed.auction@cpa.texas.gov](mailto:unclaimed.auction@cpa.texas.gov). or phone at 1-800-321-2274, Option 2.