



UNCLAIMED PROPERTY TANGIBLE ASSETS INVENTORY LIST

(MUST BE TYPED)

Commonwealth of Pennsylvania
Treasury Department
BUREAU OF UNCLAIMED PROPERTY
Finance Building, Vault
Commonwealth and North Streets
Harrisburg, PA 17120

REPORT OF _____
(Name of Reporting Organization) Holder (Address) (Branch) (Reporting Year)

NAME OF INDIVIDUAL PREPARING REPORT _____ PHONE NUMBER (_____) _____ EIN _____
(Signature)

EMAIL ADDRESS _____

TYPE OF PROPERTY

REFERENCE NUMBER	OWNER NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	LAST ACTIVITY DATE
SOCIAL SECURITY NO. <small>(optional)</small>	PROPERTY DESCRIPTION					QUANTITY
1 {						
2 {						
3 {						
4 {						
5 {						
6 {						
7 {						
8 {						

INSTRUCTIONS FOR COMPLETING FORM TUP-40
TANGIBLE ASSETS INVENTORY LIST

(All information must be typed)

- 1 NAME OF REPORTING ORGANIZATION (HOLDER):**
The name of the organization or holder of the unclaimed tangible property. Include the address, report year, name of individual preparing report, phone number, EIN number, and email address.
- 2 REFERENCE NUMBER:**
The reference number assigned to the owner of the abandoned or unclaimed property. Usually this number refers to the safe deposit box or account number.
- 3 SOCIAL SECURITY NUMBER (Optional):**
The social security number of the owner of the abandoned or unclaimed property.
- 4 OWNER NAME AND ADDRESS:**
The name, address, city, state, and zip code.
- 5 PROPERTY DESCRIPTION:**
The description of each individual piece of property or item. This area is **very important** and must be completed **in detail**, especially if you are reporting several items of one type of property. The more detailed the description, the easier it will be to identify the individual piece of property when the owner comes forward to claim it. Note any specific identifying marks or characteristics for each piece of property.
- 6 LAST ACTIVITY DATE:**
The date the property became abandoned or unclaimed. This could be the date of the expiration of a safe deposit box agreement or when a police department receives notification that evidence is deemed abandoned or unclaimed.
- 7 QUANTITY:**
The quantity of each item described.
- 8 PAGE NUMBER:**
Type on the space provided.

NOTE: Upon receipt of the tangible property and tangible assets list, Treasury will inventory and review each submission. When this review is completed, Treasury will issue a receipt to each holder along with a report of actual property received as well as a discrepancy report documenting any missing or additional property.