Treasurer of State of Ohio

Request for Securities Held in Trust Pledge or Release Procedures

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FOR ALL TRANSACTIONS:

1. Each Agency should have a designated representative. Designated representatives must have an original signature on file at the Treasurer's Office before delivering securities to, or receiving securities from, the Treasurer's Office.
2. The representative should bring an agency-issued identification card with them to the Treasurer's Office at the time of the scheduled appointment.
3. When items are being pledged or released, the Treasurer's Office will update their database. A transaction report will be generated to reflect the changes. The report is to be verified and signed by the designated representative and the Treasurer's representatives at the time of the scheduled appointment.
4. The business hours for the Treasurer of State of Ohio's office are 8:00 am to 4:00 pm, Monday through Friday.

PLEDGING SECURITIES:

1. For Pledging securities, designated representatives should complete a pledge form. Email or fax the pledge form **and** a copy of the original security(s) being pledged at least 1 business day prior to the scheduled appointment.
2. Assignments should accompany certificate of deposit accounts and bank accounts unless they are joint accounts with the state agency to which they are pledged.
3. Letters of credit and certificates of deposit that are matured must include documentation from the issuing financial institution that the account is still active.

RELEASING SECURITIES:

1. The designated representative should complete the release form. Email or fax the release form at least 1 business day prior to the scheduled appointment.
2. The Treasurer's Office requires a designated representative to be onsite at the Trust Department to receive the collateral.

Treasurer of State of Ohio Contact Information

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