

**INSTRUCTIONS FOR  
INFORMATION PROFILE FORM  
Account Worksheet Processing**

THE PURPOSE OF THE FORM IS TO PROVIDE INFORMATION FOR SET-UP OF STATE AGENCIES ACCOUNTS.

**SECTION A (BACKGROUND INFORMATION)**

ITEM NUMBER:

1. COMPLETED BY:  
Treasurer associate completing the form.
2. DATE.  
The date in which the Treasurer associate submits the form to the Account Work Group. The form must be sent to the group by Monday @ noon for Wednesday's meeting.
3. AGENCY REQUESTING ACCOUNT:  
The name of the agency requesting the account to be opened.
4. CONTACT NAME.  
The name of the individual who coordinates the agency's accounts.
- 5-7. ADDRESS/PHONE/EMAIL.  
Agency address. Phone number and email address of contact name.
8. TAXPAYER ID NUMBER.  
Taxpayer ID number of the agency
9. FINANCIAL INSTITUTION.  
Name of the Financial Institution where the new account will be opened.
10. ROUTING NUMBER.  
Sometimes referred to the ABA (American Bankers Association) Routing number, Routing Transit. This number has served to identify the specific Financial Institution responsible for the payment of a negotiable instrument.
11. ACCOUNT NAME.  
The name of the account as if would appear on Financial Institutions on-line systems and monthly statements.

- 12. ACCOUNT NUMBER.**  
Number assigned by the Financial Institution.
- 13. BRIEF DESCRIPTION OF ACCOUNT PURPOSE.**  
Describe why the account is needed.
- 14. WHO WILL PAY FEES ASSOCIATED WITH THE ACCOUNT?**  
Circle/highlight which party will be paying for the fees of the account; either the agency itself, the Board of Deposit/Treasurer of State or a 3<sup>rd</sup> party vendor.
- 15. PROVIDE WHERE, AND TO WHOM, THE ACCOUNT THE INVOICING SHOULD BE SENT IF DIFFERENT FROM AGENCY CONTACT.**  
Provide information if different from the contact name and address. If the same, leave blank.
- 16. WHAT LEGISLATION ALLOWS THE AGENCY TO PAY BANKING SERVICE FEES?**  
**NOTE: IF THE AMOUNT IS \$50,000 OR OVER THEN CONTROLLING BOARD APPROVAL WILL BE NEEDED**  
List the Legislation that allows the agency to pay for Banking Service Fees, can be found on web:  
<http://onlinedocs.andersonpublishing.com/oh/lpExt.dll?f=templates&fn=titlepage.htm>
- 17. DATE ACCOUNT TO BECOME ACTIVE:**  
The date the agency needs to have the account active and available for business.
- 18. IS THIS ACCOUNT TO BE INCLUDED IN A CONSOLIDATED ACCOUNT ANALYSIS GROUP? IF YES, WHAT GROUP?**  
This account is a true ZBA account, meaning the account is swept to zero everyday into a holding account
- 19. AS A STANDARD, ALL ACCOUNTS WILL BE SET UP WITH THE FOLLOWING CHARACTERISTICS:**  
These characteristics are common for all account.
- 20. THE FUNDS IN THE ACCOUNT ARE DESIGNATED AS (PLEASE CHECK THE APPLICABLE AREA)**  
**CUSTODIAL FUNDS -** Accounts not feeding into the Main State Account (Key 1050) ex. Retirement Systems.  
**STATE FUNDS –** Accounts feeding into the Main State Account (Key 1050).  
ORC 135 – Treasurer of State  
ORC 113.40 – State Board of Deposit

## **SECTION B (CUSTODIAL FUNDS)**

**21. SOURCE OF LEGISLATIVE AUTHORIZATION.**

This source of legislation allows the agency to open the account. The legislation can be found on the web:  
<http://onlinedocs.andersonpublishing.com/oh/lpExt.dll?f=templates&fn=titlepage.htm>

**22. ARE THE FUNDS TO BE INVESTED? YES OR NO, IF YES BY WHOM AND HOW?**

If No, the account is a stand alone DDA account. If Yes, the account could be a DDA account tied with a STAROhio account or  
The account could be one money market account. Ex. ODNR – Lake Katherine, Wildlife, and Reclamation w/ Huntington.

**23. SELECT FEATURES NEEDED FOR ACCOUNT:**

- Geographic location of branch deposit - this option allows deposit of funds at a bank branch location.
- ACH Outbound – payment option through TMS (Alternative to Checks/Warrants)
- Outbound wires – payment option through TMS (Alternative to Checks/Warrants)
- Institutional Trust/Custody Services – These departments needs to be informed of any investment vehicle.
- Agency access to online bank system – Option for agency to use banks on-line system
- ZBA receipts account (Account transfer to \_\_\_\_\_) – ex. Cash Concentration Accounts
- ZBA disbursements account (Account transfer from \_\_\_\_\_) – ex. Payroll for an Agency.
- Check Writing (Need to notify Cashiers to setup in system) – Allows checking writing for agency instead of warrant.

**24. ALL ACCOUNTS WILL AUTOMATICALLY WILL BE SET UP WITH THE FOLLOWING CHARACTERISTICS:**

- Requires agency to notify TOS to move funds.
- Acronym assigned for account by cashiers \_\_\_\_\_) – Cashiers generated number for system with accountings help.
- Instructions to Agency on Reporting of Revenue to TOS Accounting  
Website [http://web.ohiotreasurer.org/document\\_center/forms\\_and\\_applications/index.htm](http://web.ohiotreasurer.org/document_center/forms_and_applications/index.htm)

## **SECTION C-1 (STATE FUNDS UNDER O.R.C. 135)**

**25. ACCOUNT WILL FUNCTION AS A:**

- Holding Account(TOS must move funds)(Account to transfer into: \_\_\_\_\_)
  - i. Funds “sit” until agency instructs TOS to move funds
- ZBA (Funds automatically swept)(Account to transfer into: \_\_\_\_\_)
  - i. Funds automatically move.

**26.** ALL ACCOUNTS WILL AUTOMATICALLY BE SET UP WITH THE FOLLOWING CHARACTERISTICS:  
ACH, Wires

- 27.** SELECT FEATURES NEEDED FOR HOLDING ACCOUNT:
- Geographic location of branch for deposit \_\_\_\_\_
    - i. Indicate location of bank branch.
  - Other, Please describe
    - i. Please explain special features

**SECTION C – 2 (STATE FUNDS UNDER O.R.C. 113.40)**

**28-31.** ACH, CREDIT CARD, IMAGE CAPTURE, & REMOTE DEPOSIT (Self Explanatory)

**SECTION D (ON-LINE BANK ADMINISTRATOR)**

A checklist that needs to be completed in order for agency to gain on-line system access.

**SECTION E (ACCOUNT ACTIVATIONS AND AUTHORIZATIONS)**

One signature required allowing account manager to open account with financial institution.