

Treasurer of State of Ohio
Trust Department – Collateral Section

Instructions for completing the Securities Held in Trust **Request for Release Form**

E-mail completed form to: agency.collateral@tos.ohio.gov or Fax to: (614) 466-9948

Treasurer's office personnel will contact the agency designee to arrange a date and time to schedule the appointment.

Agency	The name of the agency for which the security is in trust.
Division	The agency division for which the security is in trust.
Contact	The person from the agency requesting the release.
Telephone	The phone number for the contact who is sending the request.
Agency Designee Signature	The individual who is pre-appointed by the agency with an original signature on file with the Treasurer of State of Ohio.

Securities to be Released section

For TOS Use Record #	Please leave this column blank.
Pledgor	The Pledgor of the security.
Certificate Number or CUSIP	The security identifier.
Issuer/Bank	The entity where the security is held.
Pledge Amount	The amount held by the state to be released.