

John D. Perdue
WV State Treasurer



Cash Management Division
322 70th Street SE
Charleston, WV 25304
Phone: (304) 558-3599
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Depository Designation Request Form

Request for Depository Designation for Agency Receipts and/or Deposits as defined by West Virginia Code #12-2-2

Agency Name: _____

Agency Address: _____

City: _____ State: _____ Zip Code: _____

Agency Org: _____ Agency Tax ID/FEIN: _____

Recommendation is hereby made to permit this agency to deposit funds in the West Virginia State Treasurer's account at the depository described below:

Recommended/Preferred Depository (**Bank**) Name: _____

Depository (Bank) Address: _____

City: _____ State: _____ Zip Code: _____

Description of deposits and/or receipts (Credit Card or Cash/Checks): _____

Purpose of account: _____

Amount of average monthly deposits: _____

Schedule of cash deposit frequency (Daily, Weekly, Monthly, etc.): _____

Special financial services needed: _____

List of "Spending Unit" positions involved with Cash collection point, description of their duties and how segregation of duties will be maintained: _____

Preferred deposit ticket style (must be duplicate or triplicate): _____

Preferred number of deposit tickets (must be 200 or 400 count): _____

Address where deposit tickets should be sent:

Agency: _____

Address (No PO box; must be street address): _____

Attention to: _____

City: _____ State: _____ Zip Code: _____

Agency Contact Information:

Agency Contact Name: _____

Agency Contact Address: _____

City: _____ State: _____ Zip Code: _____

Agency Contact Phone Number: _____

Agency Contact Email Address: _____

Signature: _____ Date: _____

*You may email ReconGroup@wvsto.com or call 304-558-3599 for questions regarding this form.

**Email completed form to ReconGroup@wvsto.com or fax to 304-340-1511.

***If your spending unit accepts credit cards, either via the WVSTO's e-government platform or through payment terminals, you must have policies and procedures in effect at your spending unit to insure proper credit card handling and safeguarding of credit card information as it relates to e-government and point-of-sale transactions. The Credit Card Handling Handbook is available on the STO's website located here: <http://www.wvsto.com/Portals/wvtreasury/content/Banking/Accounting/Credit%20Card%20Handling%20Handbook.pdf>. It provides valuable information for your spending unit in credit card handling.