

West Virginia State Treasurer's Office
Banking Services Division
Securities Management
Collateral Pledge and/or Release Form Instructions

The Request for Collateral Pledge and/or Release Form must be completed for all pledges and releases except for Federal Home Loan Bank Irrevocable Letter of Credit requests.

1. At the top of the request form, insert Requesting Bank Name, Bank Tax ID, and the Delivery Date Requested.
2. Delivery instructions for Truist:
 - a. Select the delivery method, DTC Eligible Securities or US Govt. Securities.
 - For DTC Securities, enter your 10-digit Truist collateral account number in the account number field This information must be included.
 - For US Government Securities, add and Further Party Information (Free Text), SEI Truist Account Name and your 10-digit Truist Account number.
3. Delivery Instructions for Collateralized Bank:
 - a. Select the delivery method, DTC Eligible Securities or US Govt. Securities.
 - For DTC Securities, provide the required information for Agent ID#, Institution #, and Account #.
 - For US Government Securities, enter the required information for Bank wire address/Third Party ID, ABA # and Account #.
 - This information must be provided for both pledge and release requests. Your safekeeping agent should be able to provide this information to you when needed.
4. Pledge and Deposit (Free Receipts)
 - a. Provide the 9-digit Cusip #, Original Par/Unit/Share Value, Original Value/Cost Basis, Current Market Value, Security Description & Coupon Rate
5. Release and Withdrawal (Free Delivery)
 - a. Provide the 9-digit Cusip #, Original Par/Unit/Share Value, Current Market Value and select Full Release or Partial Release.
6. The request should be signed by an authorized individual on file with the West Virginia State Treasurer's Office (WVSTO). Add phone number, printed name, email address, title and the date of the request.
7. Email the completed form to the WVSTO at CollateralGroup@wvsto.gov. The email should be sent by an authorized individual on file with the WVSTO. Authorized individuals should be updated with the WVSTO as needed.
8. The WVSTO will complete the last section of the form and forward to Truist for processing.

The WVSTO will respond to the email accepting or denying the request. If the request is accepted, it is the depository's responsibility to notify their safekeeping agent of the delivery to/from the WVSTO.

Questions should be directed to CollateralGroup@wvsto.gov or you may call 304-340-5020 or 800-422-7498.