

**West Virginia State Treasurer's Office  
Division of Cash Management**

**Request to Open an Outside Bank Account**

Spending Unit Name: \_\_\_\_\_ Dept #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Spending Unit Contact Name: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Request is hereby made to open an account in: \_\_\_\_\_  
(Depository Name)

for the purpose of receiving and processing funds not due the State as defined by West Virginia Code §12-2-3, which requires that all outside bank accounts be authorized by the State Treasurer.

Account Name: \_\_\_\_\_  
**\*Account Name should start with "State of West Virginia" then add spending unit name**

Purpose: (Attach additional pages if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorizing Code Section: \_\_\_\_\_  
Desired Open Date: \_\_\_\_\_ Amount of Initial Deposit: \_\_\_\_\_

Bank Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Spending Unit FEIN: \_\_\_\_\_

Will the account be audited - Yes/No: \_\_\_\_\_ If so, by whom: \_\_\_\_\_

Interest Bearing - Yes/No: \_\_\_\_\_

Source of Revenue: \_\_\_\_\_

Revenue Schedule (daily, weekly, seasonal, etc.): \_\_\_\_\_

Number of Deposits Based on Revenue Schedule: \_\_\_\_\_

Revenue Amount Based on Revenue Schedule: \_\_\_\_\_

Type of Disbursements: \_\_\_\_\_

Method of Disbursements (Checks, ACH, Wire): \_\_\_\_\_

Disbursement Schedule (daily, weekly, seasonal, etc.): \_\_\_\_\_

Number of Disbursements Based on Disbursement Schedule: \_\_\_\_\_

Disbursement Amount Based on Disbursement Schedule: \_\_\_\_\_

