

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.