

REQUEST FOR SAFEKEEPING

To: West Virginia State Treasurer's Office

From: _____

Date: _____

Subject: Request for Safekeeping Securities

In accordance with §12-5-1, et. seq., agencies shall transfer and deliver securities held by them to the State Treasurer. The named agency hereby acknowledges that it holds securities and requests that the West Virginia State Treasurer's Office accept for safekeeping items of the State Agency described below:

NAME OF AGENCY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FEIN: _____

Authorized Signature

Date

Name (Please Print)

Title (Please Print)

Please list below all employees authorized to access the Online Safekeeping System to enter items into, or release them from, Safekeeping:

_____ (Printed Name)	_____ (Title)	_____ (Signature)	_____ (Date)
_____ (Printed Name)	_____ (Title)	_____ (Signature)	_____ (Date)
_____ (Printed Name)	_____ (Title)	_____ (Signature)	_____ (Date)
_____ Printed (Name)	_____ (Title)	_____ (Signature)	_____ (Date)

AGENCY MUST ADVISE THE STATE TREASURER'S OFFICE IN WRITING OF ANY CHANGE IN AUTHORIZED PERSONNEL AND COMPLETE AN UPDATED REQUEST FORM