



Pledge WV Monthly Checklist for Financial Institutions



Task	Completed By	Date
As-Needed Monthly Activities		
Make required updates to user accounts		
Complete Public Depositor Request Form for any new public depositor and return it to the STO **		
Add new political subdivision bank accounts **		
Close political subdivision bank accounts		
Confirm that all newly approved State bank accounts have been added		
Confirm that all closed State bank accounts have been closed		
Required Monthly Activities		
Create monthly bank account balance file		
Upload monthly bank account balance file in Pledge WV		
Confirm upload was successful with receipt of system email		
Resolve all pending records after monthly upload		
Confirm all bank account balances have been updated		
Confirm market values of collateral have been updated with receipt of system email		
Confirm accurate market values for all securities by logging into Truist Portfolio View		
Pledge any required collateral based on the collateral comparison report		
Confirm pledged collateral has been recorded in Pledge WV		

**** To prevent a missed deadline in reporting monthly bank account balances, please request new public depositors and add new political subdivision bank accounts within five business days of opening.**