



Pledge WV Collateral System Training Manual

Financial Institutions

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Enrollment

1.1 Pledge WV Overview

The West Virginia State Treasurer's Office is responsible for ensuring public funds deposited in financial institutions are properly collateralized and protected. The West Virginia Security for Public Deposits Act authorizes public deposits made by the state or any political subdivision of the state be held at an approved designated state depository and collateralized per West Virginia Code §12-1B-5 and §12-1B-7. The Act allows financial institutions two methods of collateralizing public funds: the Dedicated Single Bank Method and the Multibank Pooled Method. All public funds will be collateralized, and collateral will be held in benefit to the West Virginia State Treasurer. There are no exemptions or exceptions to this Act. West Virginia State Code supersedes all local laws & ordinances.

House Bill 4801 was passed by the West Virginia Legislature and signed by the Governor on February 23, 2024. The bill removed the original implementation date of March 2024 and allows the State Treasurer to announce the commencement of the West Virginia Security for Public Deposits Program by publishing a notice in the State Register at least 30 days prior to commencement of the program. An announcement will also be made on the State Treasurer's Office website.

1.2 FI Enrollment

FIs electing to participate in Pledge WV Collateral System must complete and submit an FI Enrollment Form. Enrolling FI must meet the eligibility requirements specified in the West Virginia Code.

- 1. Each FI will be responsible to enroll in Pledge WV Collateral System by visiting the website and selecting "Financial Institution Enroll" located under the user login.



- 2. Complete the Financial Institution Enrollment Form.

Financial Institution Enrollment Form

Financial Institution Name:

First Name: Last Name:

Phone:

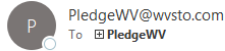
Email:

By submitting this form, the user authorizes the West Virginia State Treasurer's Office to use contact information provided to communicate important information regarding the enrollment of my organization in the Pledge WV Online Collateral System.

*** Be sure to check the box authorizing WVSTO to use the contact information provided to complete the user set up***

- Once successfully completed, the FI will receive an email confirmation they have been enrolled.

PledgeWV - New FI Enrollment



The following Financial Institution user has enrolled in PledgeWV:

Financial Institution Name: State Treasurer's Office **First Name:** Public **Last Name:** Funds **Phone:** (555) 555-5555 **Email:** pledgewv@wvsto.com

- WVSTO will send the Financial Institution a user application to the email address provided on the FI Enrollment form.



West Virginia State Treasurer's Office

Banking Services Division
Debt and Securities Management

PledgeWV@wvsto.gov
Phone/Hotline # 304.340.5020



PLEDGE WV COLLATERAL SYSTEM APPLICATION AND ACCOUNT REQUEST FORM

Applicant Entity Type: (select one)

Financial Institution Political Subdivision

Entity Legal Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Website Address: _____

Tax ID: _____

For Financial Institutions Only:

FDIC Certificate Number: _____

Primary Contact (will serve as the Administrator for your online account):

First Name: _____ Last Name: _____

Title: _____ Email: _____ Phone: _____

Secondary Contact:

First Name: _____ Last Name: _____

Title: _____ Email: _____ Phone: _____

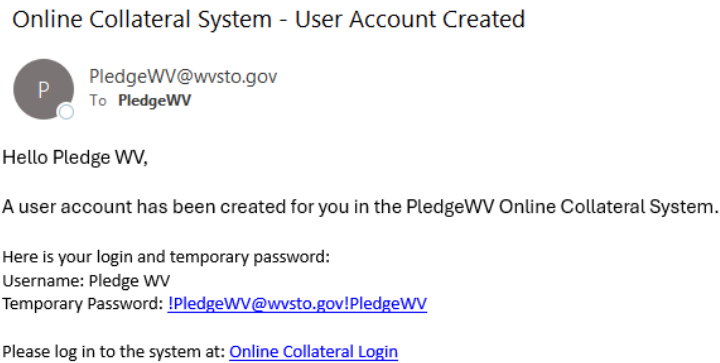
The applicant is responsible for and agrees to indemnify and hold harmless the West Virginia State Treasurer for the security of the User ID(s) and Password(s). The West Virginia State Treasurer will not be liable for any damages, liabilities or harm that may occur from the unauthorized use of the applicant's User ID(s) and Password(s). If the applicant becomes aware of any unauthorized use of its User ID(s) and Password(s), or believes that its security has been compromised, it must notify the West Virginia State Treasurer immediately. Upon receipt of such notice, the West Virginia State Treasurer will take reasonable steps to protect the account information, including, but not limited to, voiding the existing User ID(s) and Password(s) and issuing a new User ID(s) and Password(s).

Authorized Signature: _____ Title: _____

Printed Name: _____ Date: _____

Please forward this request to PledgeWV@wvsto.gov for processing.

5. FI will complete and return the application to PledgeWV@wvsto.gov. WVSTO will create an Admin FI user account in Pledge WV Online Collateral System. Once setup is complete, a system generated email will be sent to the FI with log in credentials and a link to log into the system. This link will expire in one hour.



6. Upon logging in with the temporary password, all users will be prompted to select a permanent password. *All passwords must be at least 15 characters containing at least one lowercase letter, one uppercase letter, one digit, and one special character (@#\$\$%^&+=!*:,;).*



RESET PASSWORD

New Password:

Re-enter Password:

7. Once the password has been saved successfully, click Login using your User ID and permanent password.

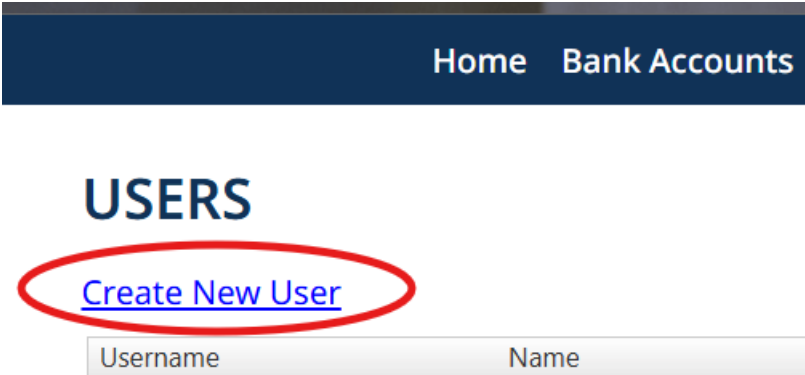
1.3 FI Creates Additional Users

FIs will be responsible for setting up all additional users in the PLEDGE WV Collateral System needed for their organization. FIs will decide what role each user will be assigned. The WVSTO only wants one or two users to have the admin role for each FI.

- 1. As an Admin FI user, select "Users" on the main navigation menu to create additional users for your organization.



- 2. Click on "Create New User" in blue located on the left side of screen.



- 3. Scroll down the page and complete the fields to assign the user(s) the required role.

Username:

Name:

Email:

Phone:

User Role: ▼

Is Active?

Options include Admin, Standard, and View Only. Click "**Save**".

Admin – Access to view all details, upload files, edit / accept / reject pending records, and create / maintain users.

Standard – Access to view all details, upload files, and edit / accept / reject pending records.

View Only – Access to view all details.

4. All FI users can locate the Pledge WV User Manual on the "Home" tab of the main navigation menu.

Welcome to the Pledge WV Collateral System!

Use the main navigation menu at the top of the page to access different sections, the Pledge WV User Manual or reach out to our collateral staff directly via contact information.



[Pledge WV User Manual](#)

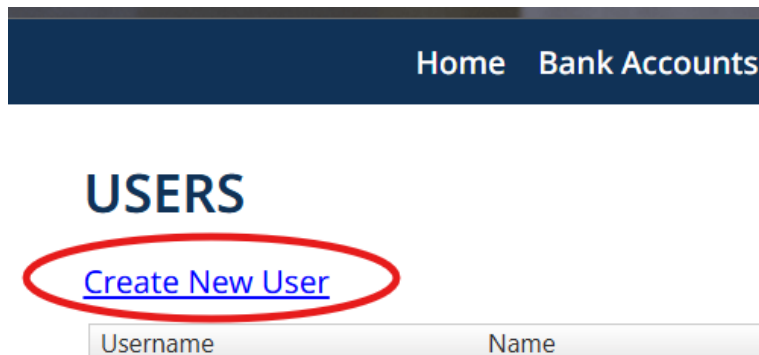
1.4 FI Maintains User Contact and Role

FIs will be responsible for maintaining all user contact information and roles as needed for their organization. Only Admin roles may update users.

1. To update a user's contact information, click on "Users" tab on the main navigation menu.



2. Select the user that needs to be updated.



3. Scroll down the page to the user's information. Make all necessary changes and click "Save".

Username:

Name:

Email:

Phone:

User Role: ▼

Is Active?

4. If user needs to be deactivated, uncheck the "Is Active?" box and click "Save".

Username:

Name:

Email:

Phone:

User Role: ▾

Is Active?

1.5 Username / Password Retrieval

Any user who has forgotten their username or password may retrieve or change it at any time.

1. From the Pledge WV home page, click on the “Forgot username/password?” to the right of the screen.

2. You will be prompted to enter your username if it is known and you wish to change your password or enter your email address if you do not know the username.

PASSWORD RETRIEVAL

Username:

OR

Email Address:

3. After entering the username or email address, click on "Email Password Retrieval".

PASSWORD RETRIEVAL

Username:

OR

Email Address:

4. If entered correctly, a pop up will appear. "You will receive an email shortly to reset your password!"

PASSWORD RETRIEVAL

You will receive an email shortly to reset your password!

Username:

5. Go to your inbox also check your junk or trash folder and click on the link sent by the Pledge WV Online Collateral System. For security, the link will expire in one hour.

Thank you for using the Online Collateral system!

Your username is: FI_TEST_1

To reset your password, please click the following link:

[PledgeWV Online Collateral System Password Reset](#)

This link will expire in one hour.

If you have any questions, please contact the WVSTO at PledgeWV@wvsto.gov or (304) 340-5020.

- You will be prompted to select a new password and re-enter the same password. *All passwords must be at least 15 characters containing at least one lowercase letter, one uppercase letter, one digit, and one special character (@#\$\$%^&+=!*:,;').*

RESET PASSWORD

New Password:

Re-enter Password:

Save Password

- Once completed, click "Save Password".

RESET PASSWORD

New Password:

Re-enter Password:

Save Password

- You will receive a pop up that your password has been saved successfully! You may click on the "Login" link.

RESET PASSWORD

Your password has been saved successfully! Please [LOGIN](#) again.

Bank Accounts & Uploads

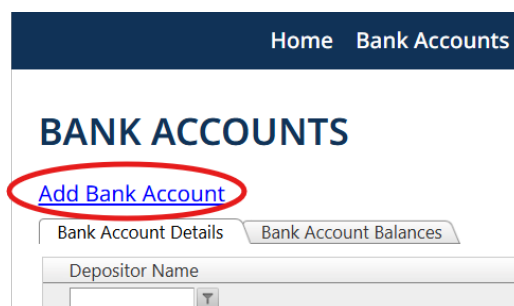
2.1 Adding / Editing / Closing Political Subdivision Bank Account

FIs will maintain all Political Subdivision bank accounts. New accounts can be created in the system. Once the account is set up, the FI can edit the account details and close the account if needed. Please note, all State Treasury and Outside Bank accounts must be added and maintained by the State Treasurer's Office.

1. Click on "Bank Accounts" on the main navigation menu.



2. Click on "Add Bank Account".



3. The FI will complete the pop-up bank account detail box by assigning the account to a public depositor and all pertinent information. Be sure to include the beginning balance, interest, and balance date. The system is designed to calculate collateral comparison using these fields. If the account is a Time Deposit, there must be a time deposit issue and maturity date.

Public Depositor: MOUNTAINEER COUNTY SHERIFF - 333333333

Bank Account Type: Demand Deposit

Bank Account Name:

ABA Number:

Account Number:

Depositor Account Type: Political Subdivision Account

Account Status: Open

Balance:

Accrued Interest:

Balance Date:

Time Deposit Issue Date:

Time Deposit Maturity Date:

Open Date:

Closed Date:

Pass-Through Deposit Insured?

4. Click the "Save" to finish adding a bank account.

Pass-Through Deposit Insured?

5. To edit a bank account, click on "Bank Accounts" from the main navigation menu.



- Choose the account that needs to be edited from the list and click the "Edit" button on the left side of the public depositor's name.

BANK ACCOUNTS

[Add Bank Account](#)

Bank Account Details
Current Bank Account Balances

Depositor Name

Edit	CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY
Edit	MOUNTAINEER COUNTY SHERIFF

- Edit the account details in the pop-up box and click "Save".

Public Depositor:

Bank Account Type:

Bank Account Name:

ABA Number:

Account Number:

Depositor Account Type:

Account Status:

Balance:

Accrued Interest:

Balance Date:

Time Deposit Issue Date:

Time Deposit Maturity Date:

Open Date:

Closed Date:

Pass-Through Deposit Insured?

NOTES

Add Note	Entered Date	Entered By
<input type="text"/>	<input type="text"/>	<input type="text"/>

No notes found.

- If a bank account has been closed by a public depositor, click on "Bank Accounts" from the main navigation menu.



9. Put the date the account was closed in the "Closed Date" field and click "Save". Upon saving the "closed" account status, the system will automatically issue a zero balance to the account.

Open Date: 

Closed Date: 

Pass-Through Deposit Insured?

2.2 Public Depositor Request Form

FIs will need to submit a Public Depositor Request Form to STO if the public depositor is not listed in the drop-down menu when adding a political subdivision bank account.

1. Click on "Forms" from the main navigation menu.



2. Locate and click on the Public Depositor Request Form.

FORMS

[Collateral Pledge or Release Form](#)

[Collateral Pledge or Release Form Instructions](#)

[Public Depositor Request Form](#)

[Wire Transaction Request Form](#)

[Wire Transaction Request Form Instructions](#)

3. The Public Depositor Request Form will open in a fillable PDF format.



West Virginia State Treasurer's Office

Banking Services Division
Debt and Securities Management

PledgeWV@wvsto.gov

Phone/Hotline # 304.340.5020



PLEDGE WV COLLATERAL SYSTEM PUBLIC DEPOSITOR REQUEST FORM

Requesting Financial Institution:	_____
Date Requested:	_____
Public Depositor Tax ID:	_____
Public Depositor Legal Name:	_____
Address Line 1:	_____
Address Line 2:	_____
City:	_____
State:	_____
Zip:	_____
Website Address:	_____
Primary Contact	
Full Name:	_____
Title:	_____
Phone Number:	_____
Email Address:	_____

MUST BE SIGNED BY AN AUTHORIZED COLLATERAL CONTACT

Authorized Signature: _____ Date: _____
Printed Name: _____ Phone: _____
Title: _____ Email: _____

FOR WV TREASURY USE ONLY

Approved by: _____ Date: _____

Please forward this request to PledgeWV@wvsto.gov for processing.

4. STO requires all fields to be completed and signed by an authorized collateral contact for the FI. If you are unsure who the authorized contacts are, please reach out to the Collateral Group at 304-340-5020 or via email at CollateralGroup@wvsto.gov.

MUST BE SIGNED BY AN AUTHORIZED COLLATERAL CONTACT

Authorized Signature: _____ Date: _____
Printed Name: _____ Phone: _____
Title: _____ Email: _____

5. Return completed forms to STO via email at PledgeWV@wvsto.gov.

6. Once the form has been processed, STO will communicate via email to inform the FI they may add the bank account and select the new public depositor.

2.3 Monthly File Template

FIs can view the monthly file template prior to upload. This will ensure the columns and data are in the correct order to allow the file to be properly uploaded with no pending records.

1. Click on “Upload File” from the main navigation menu.



2. The template is labeled “Financial Institution – Monthly File Template” in blue.

UPLOAD FILE

[Financial Institution - Monthly File Template](#)

**File must be in .xlsx format.*

File Month:

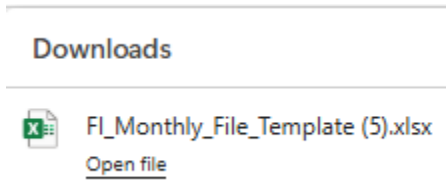
File Year:

Replacement File?

As Of Date:

Select your file: No file chosen

3. Click on the link to open the file template. It will be downloaded into Excel. Click "Open File".



4. Below is the column headers needed to upload the monthly file and report bank account balances. If the file uploaded does not match the headers, the file will have pending records.

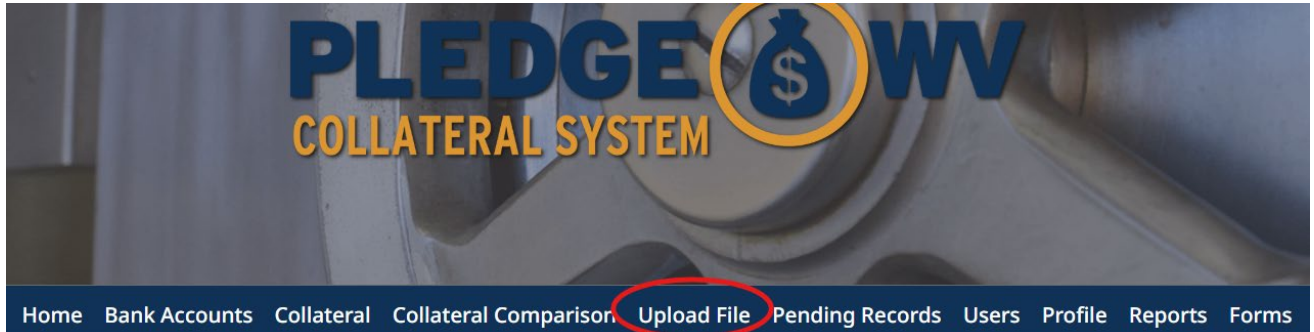
	A	B	C	D	E	F
1	FI Tax ID	Depositor Tax ID	Public Depositor Name	Account Number	Current Acct Balance	Accrued Interest
2						
3						
4						
5						
6						
7						
8						

5. If the pending records cannot be edited and accepted, please contact WVSTO via email at PledgeWV@wvsto.gov. You may also reach the Collateral Hotline at 304-340-5020.

2.4 Uploading Monthly File

FIs will be responsible for uploading the monthly files for all public depositors bank account balances held with their organization.

1. Click on the "Upload File" tab on the main navigation menu.



2. Select the month and year associated with the file. Note the file month will be the ending balance of the month. For 06/30 ending balances, choose June as the file month and 06/30/2025 will Autofill in the As of Date field.

UPLOAD FILE

[Financial Institution - Monthly File Template](#)

**File must be in .xlsx format.*

File Month:

File Year:

Replacement File?

As Of Date:

Select your file: No file chosen

3. Click "Choose File" and find the file you wish to upload from your computer and click Open. These files must be in .xlsx format to be uploaded correctly.

UPLOAD FILE

[Financial Institution - Monthly File Template](#)

**File must be in .xlsx format.*

File Month:

File Year:

Replacement File?

As Of Date: 

Select your file: No file chosen


4. The file name will now appear in the system.

UPLOAD FILE

[Financial Institution - Monthly File Template](#)

**File must be in .xlsx format.*

File Month: 

File Year: 

Replacement File?

As Of Date: 

Select your file:

- If the FI wishes to upload a replacement file, checkmark the box "Replacement File". Click "Upload".

UPLOAD FILE

[Financial Institution - Monthly File Template](#)

**File must be in .xlsx format.*

File Month: File Year:

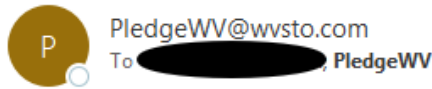
Replacement File?

As Of Date:

Select your file: ABC BANK ... CT FILE.xlsx

- Once the file is **successfully** uploaded, the FI will receive an email.

Online Collateral System - File Submission Monthly File



There has been a file successfully uploaded into the PledgeWV Online Collateral System.

- You will be redirected to the previously uploaded files page if successful. All files uploaded will be labeled with an "O" for Original Upload or an "R" for Replacement Upload.

PREVIOUSLY UPLOADED FILES

MONTHLY FILES

File Received On Time Missed Deadline

	Qtrly Rep Num	FDIC Cert Num	Filename	Original/Replacement	File Month/Year
Details	1234	111547	ABC.02.28.2026.xlsx	O	2/2026
Details	1234	111547	ABC.01.31.2026.xlsx	O	1/2026
Details	1234	111547	ABC.12.31.2025.xlsx	O	12/2025
Details	1234	111547	ABC.11.30.2025.xlsx	O	11/2025
Details	1234	111547	ABC.10.31.2025.xlsx	O	10/2025

2.5 Pending Records

FIs can review, edit, and accept pending records that have not been uploaded correctly.

1. If a file is not successfully uploaded, the FI will receive an email with the number of records that did not upload correctly and be redirected to the Pending Records page.

Online Collateral System - Unknown Account(s)



PledgeWV@wvsto.com
To: [Redacted] PledgeWV



Wed 9/17/2025 10:03 PM

The file uploaded into the PledgeWV Online Collateral System has 1 pending records for bank accounts on the file. Please contact the West Virginia State Treasurer's Office at 304-340-5020 to resolve the account errors.

2. Each record will need to be edited, corrected, and updated. Click on "Edit" to the left of record.

PENDING RECORDS

Incorrect Public Depositor Tax ID Incorrect Account Number Incorrect Public Depositor Tax ID and Account Number

	Public Depositor Tax ID	Public Depositor Name	Account Number	Current Balance	Accrued Interest	File Month/Year	Filename
Edit	994444444	FIRST COUNTY LIBRARY	101010-010101	\$2,000,000.00	\$0.00	2/2026	ABC BANK 12.31.2025 - INCORRECT FILE.xlsx
Edit	220000001	OCEANFRONT UNIVERSITY	99887765	\$700,000.00	\$0.00	2/2026	ABC BANK 12.31.2025 - INCORRECT FILE.xlsx
Edit	333333333	MOUNTAINEER COUNTY SHERIFF	543210	\$50,000.00	\$0.00	2/2026	ABC BANK 12.31.2025 - INCORRECT FILE.xlsx

3. Edit the record and click "Update". If a PD Tax ID is incorrect, the record will be orange. If an account number is incorrect, the record will be yellow. If both are incorrect, the record will be pink.

	Public Depositor Tax ID	Public Depositor Name	Account Number	Current Balance	Accrued Interest	File Month/Year	Filename
Edit	994444444	FIRST COUNTY LIBRARY	101010-010101	\$2,000,000.00	\$0.00	2/2026	ABC BANK 12.31.2025 - INCORRECT FILE.xlsx
Account Number:		<input type="text" value="101010-010101"/>					
Public Depositor Tax ID:		<input type="text" value="994444444"/>					
<input type="button" value="Update"/>		<input type="button" value="Cancel"/>					

- Once the record has been correctly edited, the record will disappear from the pending records tab.

PENDING RECORDS

Incorrect PD Tax ID Incorrect Account Number Incorrect PD Tax ID & Account Number

PD Tax ID	Public Depositor Name	Account Number	Current Balance	Accrued Interest	File Month/Year	Filename
No pending records found.						

- If a file has a duplicate account listed, the file will be rejected, and the FI will receive an email with the duplicated account number listed.

Financial Institution - File Upload Error



PledgeWV@wvsto.gov
To PledgeWV

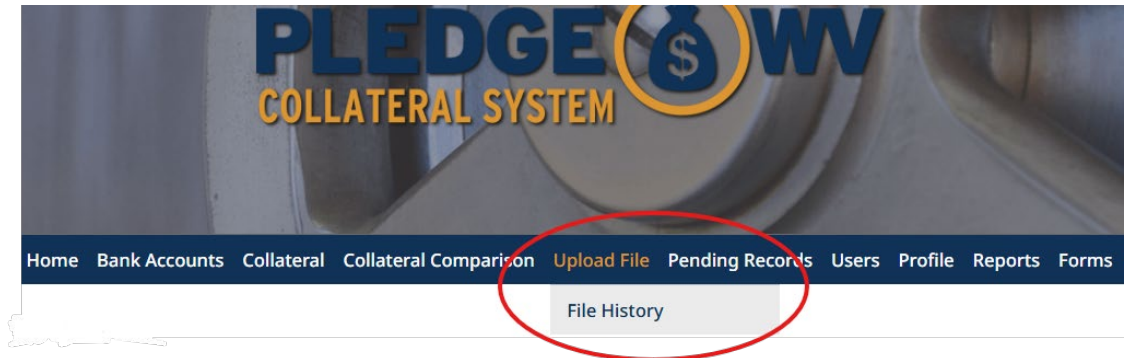
There was an error in uploading a file from: .

Error: File Not Imported. Duplicate Account Number - 000001-4787 - in file.

2.6 File History

FIs can see the history of all file uploads, and they can be opened at any time.

1. Place the cursor over "Upload File". "File History" will appear. Click on "File History".



2. A complete list of previously uploaded files will appear. File names highlighted green were received on time. If the file name is highlighted pink, it was received after the deadline.

PREVIOUSLY UPLOADED FILES

MONTHLY FILES

File Received On Time Missed Deadline

	Qtrly Rep Num	FDIC Cert Num	Filename	Original/Replacement	File Month/Year	Uploaded Date	Uploaded By
Details	1234	111547	ABC BANK 12.31.2025 - INCORRECT FILE.xlsx	R	2/2026	5/4/2026 11:35:01 AM	ABC_Miller
Details	1234	111547	ABC.01.31.2026(1).xlsx	R	1/2026	4/24/2026 9:14:42 AM	ABC_Miller
Details	1234	111547	ABC.12.31.2025(1).xlsx	R	12/2025	4/24/2026 9:14:15 AM	ABC_Miller
Details	1234	111547	ABC.11.30.2025(1).xlsx	R	11/2025	4/24/2026 9:13:48 AM	ABC_Miller

3. The FI can see the date and time of upload, who within their organization did the upload, which month the upload was for, and if it was an original or replacement file.

Original/Replacement	File Month/Year	Uploaded Date	Uploaded By
R	2/2026	5/4/2026 11:35:01 AM	ABC_Miller
R	1/2026	4/24/2026 9:14:42 AM	ABC_Miller
R	12/2025	4/24/2026 9:14:15 AM	ABC_Miller
R	11/2025	4/24/2026 9:13:48 AM	ABC_Miller

4. The Fi can click on file name to open. It will open in Excel.

[ABC.01.31.2026\(1\).xlsx](#)

[ABC.12.31.2025\(1\).xlsx](#)

[ABC.11.30.2025\(1\).xlsx](#)

[ABC.10.31.2025.xlsx](#)

Bank Account Balances

3.1 Current Bank Account Balances

FIs can view the most recently reported bank account balances at any time.

1. From the home screen, click on “Bank Accounts” on the main navigation menu.



2. All bank accounts reported with your financial institution will be listed. The system will land by default on the “Bank Account Details” tab.

BANK ACCOUNTS

[Add Bank Account](#)

Depositor Name	Tax ID	Bank Account Type	ABA Number	Account Number	Depositor Account Type	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	Demand Deposit	123456789	10987654321	State Treasury Account	Open
Edit MOUNTAINEER COUNTY SHERIFF	333333333	Demand Deposit	123456789	11987654321	Political Subdivision Account	Open

3. Click on the “Bank Account Balances” tab.

BANK ACCOUNTS

[Add Bank Account](#)

Bank Account Details **Bank Account Balances**

Depositor Name

CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY

[Edit](#) MOUNTAINEER COUNTY SHERIFF

- The most recently reported bank account balance will appear under "Balance". You may use the filters at the top of each column to narrow your search if needed. There is an "Export to Excel" built into the system to meet any additional needs of the FI.

BANK ACCOUNTS

[Add Bank Account](#)

Bank Account Details		Bank Account Balances					
Depositor Name	Tax ID	Bank Account Name	Pass-Through Deposit Insured?	Depositor Account Type	ABA Number	Account Number	Current Balance
> CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	BATJET REFUELING	<input type="checkbox"/>	State Treasury Account	123456789	10987654321	\$50,000.00
> MOUNTAINEER COUNTY SHERIFF	333333333	Pledge WV Operating	<input type="checkbox"/>	Political Subdivision Account	123456789	11987654321	\$350,000.00

- The FI will be able to determine the as of date of bank account balances by referencing the far-right column labeled "File Month / Year".
6/2025 is as of 06/30/2025

Balance	Accrued Interest	File Month/Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
\$20.00	\$0.00	6/2025
\$290,090.00	\$0.00	6/2025

3.2 Previously Reported Bank Account Balances

FIs can view the last 12 previously reported bank account balances at any time.

1. From the home screen, click on “Bank Accounts” on the main navigation menu.



2. All financial institution bank accounts holding public funds will be listed. The system will land by default on the “Bank Account Details” tab.

BANK ACCOUNTS

[Add Bank Account](#)

Depositor Name	Tax ID	Bank Account Type	ABA Number	Account Number	Depositor Account Type	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	Demand Deposit	123456789	10987654321	State Treasury Account	Open
Edit MOUNTAINEER COUNTY SHERIFF	333333333	Demand Deposit	123456789	11987654321	Political Subdivision Account	Open

3. Click on the “Bank Account Balances” tab.

BANK ACCOUNTS

[Add Bank Account](#)

Bank Account Details **Bank Account Balances**

Depositor Name

CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY

[Edit](#) MOUNTAINEER COUNTY SHERIFF

4. Click on the drop-down menu (arrow) to the left of the Public Depositor Name column. The last twelve reported bank account balances will appear in order with the most recent on top.

BANK ACCOUNTS

[Add Bank Account](#)

Bank Account Details | Bank Account Balances

Depositor Name	Tax ID	
<input type="text"/>	<input type="text"/>	
▼ CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	
Account Balance	Accrued Interest	File Month/Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
\$50,000.00	\$0.00	12/2025
\$100,000.00	\$0.00	11/2025
\$100,000.00	\$0.00	10/2025
▼ MOUNTAINEER COUNTY SHERIFF	333333333	
Account Balance	Accrued Interest	File Month/Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
\$350,000.00	\$0.00	12/2025
\$450,000.00	\$0.00	11/2025
\$450,000.00	\$0.00	10/2025

Include Details in Export

Collateral

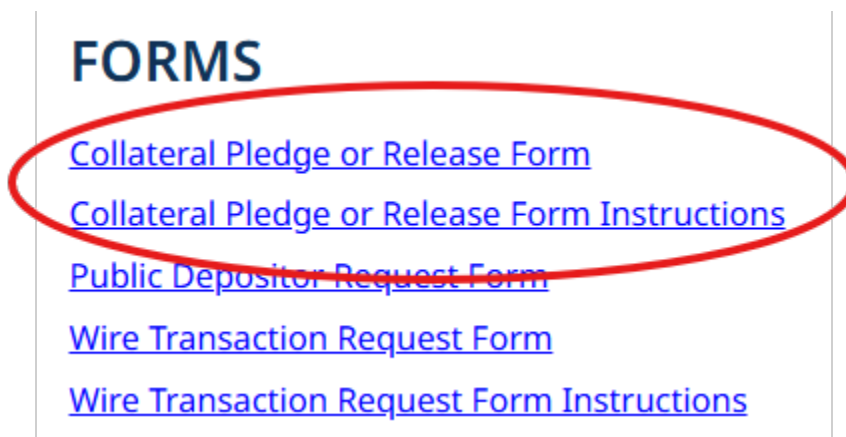
4.1 Collateral Pledge / Release Form and Wire Transaction Request Form

FIs will be able to download a WVSTO Collateral Pledge / Release form and a Wire Transaction form any time one is needed. The WVSTO will upload any revised forms to the system so the FI will always have the most recent version.

1. Click on the "Forms" tab in the main navigation menu.



2. The WVSTO Collateral Pledge / Release form and instructions are on the system. Please note the form is used for both request types.



3. The form will be in a fillable PDF format.



West Virginia State Treasurer's Office

**Banking Services Division
Securities Management**

**collateralgroup@wvsto.gov
Phone/Hotline # 304.340.5020**



**Request for Collateral Pledge and/or Release
(Free Receipts/Free Deliveries)**


Requesting Bank Name: _____	Bank Tax ID: _____				
Delivery Date Requested: _____					
For Pledgee: <u>West Virginia State Treasurer</u>					
DELIVERY INSTRUCTIONS FOR TRUIST Please Select the appropriate delivery method:					
DTC Eligible Securities DTC #: 2039 SEI Private Trust Co. Truist Account #: _____	US Government Securities FRB Mnemonic: US Bank, N.A. Trust ABA#: 042000013 Sub Acct: 1050/Trust SEI Account: 001050985490 FFC Truist Bank: a/c 11188 Further Party Info (or Free Text): _____ SEI Truist Account Name: _____ Truist Account #: _____				
DELIVERY INSTRUCTIONS FOR COLLATERALIZED BANK Please Select the appropriate delivery method:					
DTC Eligible Securities Agent ID #: _____ Institution ID #: _____ Account #: _____	US Government Securities Bank Wire Address/Third Party ID: _____ ABA #: _____ Account #: _____				
We request to PLEDGE AND DEPOSIT (<i>Free Receipts</i>) the following eligible securities:					
CUSIP #	Original Par/Unit/Share Value	Original Value/Cost Basis	Current Market Value	Security Description & Coupon Rate	Maturity Date
We request to RELEASE AND WITHDRAWAL (<i>Free Deliveries</i>) the following eligible securities:					
CUSIP #	Original Par/Unit/Share Value	Current Market Value	Full Release Amount	Partial Release Amount	
Authorized Signature: _____	Printed Name: _____	Title: _____	Phone: _____	Email: _____	Date: _____
FOR WV TREASURY USE ONLY					
Approved by: _____	Date: _____				

- The WVSTO Wire Transaction Request for and instructions are on the system.


FORMS

[Collateral Pledge or Release Form](#)
[Collateral Pledge or Release Form Instructions](#)
[Public Depositor Request Form](#)
[Wire Transaction Request Form](#)
[Wire Transaction Request Form Instructions](#)

- The form will be in fillable PDF format.



West Virginia State Treasurer's Office
 Banking Services Division
 Debt and Securities Management
collateralgroup@wvsto.gov
 Phone/Hotline # 304.340.5020



WIRE Transaction Request

Requesting Bank Name: _____	Bank Tax ID: _____
Delivery Date Requested: _____	
DELIVERY INSTRUCTIONS FOR TRUIST	
WIRE Transfer From Information	
Truist Account Name: <u>West Virginia State Treasurer's Office</u>	
Truist Safekeeping Bank Account Number: _____	
Bank Physical Address for Account: _____	
WIRE Transfer To Information	
Receiving Bank Name: _____	
Receiving Bank Address: _____	
Receiving Bank ABA/Routing Number: _____	
Receiving Bank Account Number: _____	
For Further Credit (FFC) Information: _____	
Transaction Amount: _____	
Comments to be Recorded on Request: _____	

Note: All wire disbursements received and acknowledged by Truist prior to 12:00 pm Eastern Standard Time (EST) will be processed same day. Forms received and/or acknowledged after 12:00 pm EST will be processed the following business day.
 ** Cash MUST be available prior to sending out funds.**

Authorized Signature: _____	Phone: _____
Printed Name: _____	Email: _____
Title: _____	Date: _____

Please forward this request to CollateralGroup@wvsto.gov for processing.

FOR WV TREASURY USE ONLY	
Approved by : _____	Date: _____

6. Send all completed forms to WVSTO for processing via email. Questions, please call the Collateral Group Hotline.

304-340-5020

CollateralGroup@wvsto.gov

OR

PledgeWV@wvsto.gov

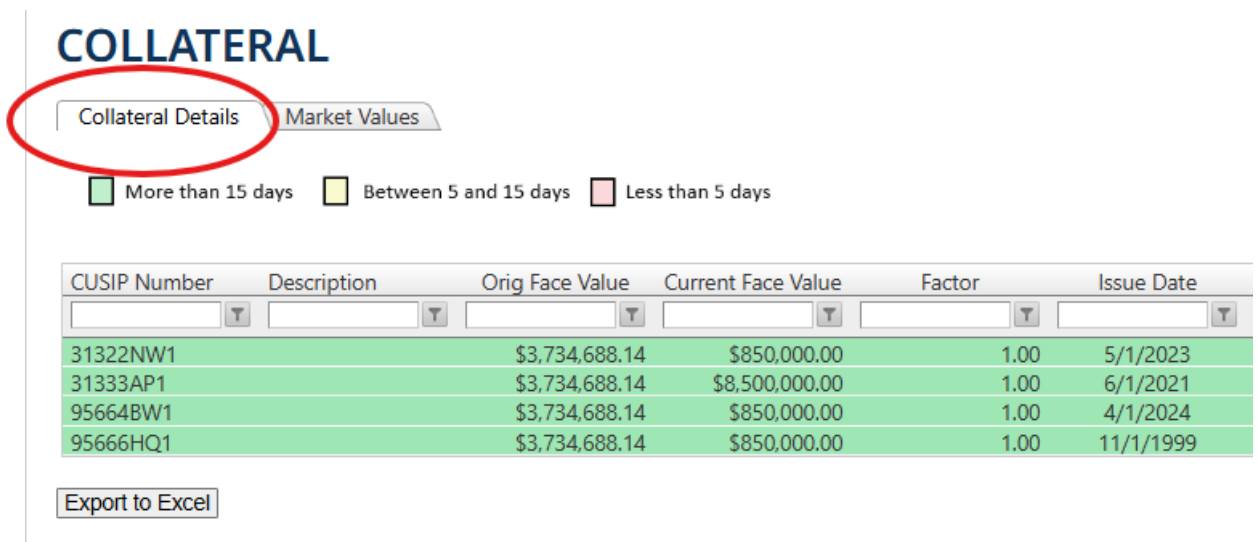
4.2 Collateral / Market Value

FIs will be able to view all active collateral held with WVSTO's qualified escrow agent, also known as safekeeping agent, as well as market values.

1. Click on the "Collateral" tab from the navigation menu.



2. The system will default to the "Collateral Details" tab. All active collateral will be listed referencing the CUSIP ID on the far left.

A screenshot of the COLLATERAL page. The title 'COLLATERAL' is at the top. Below it are two tabs: 'Collateral Details' (circled in red) and 'Market Values'. Under the tabs are three checkboxes: 'More than 15 days' (checked), 'Between 5 and 15 days', and 'Less than 5 days'. Below this is a table with columns: CUSIP Number, Description, Orig Face Value, Current Face Value, Factor, and Issue Date. The table contains four rows of data. Below the table is an 'Export to Excel' button.

CUSIP Number	Description	Orig Face Value	Current Face Value	Factor	Issue Date
31322NW1		\$3,734,688.14	\$850,000.00	1.00	5/1/2023
31333AP1		\$3,734,688.14	\$8,500,000.00	1.00	6/1/2021
95664BW1		\$3,734,688.14	\$850,000.00	1.00	4/1/2024
95666HQ1		\$3,734,688.14	\$850,000.00	1.00	11/1/1999

3. Collateral will be color coded referencing the amount of time before it will mature.

More than 15 days Between 5 and 15 days Less than 5 days

- All collateral details can be easily exported to Excel by an FI when needed. The system will carry over color coding into the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	CUSIP Number	Description	Orig Face Value	Current Face Value	Factor	Issue Date	Pledge Date	Maturity Date	Coupon Rate	Interest	SP Rating	Moody's Rating	Fitch Rating	Status	Days to Maturity
2	31322NW1		\$3,734,688.14	\$850,000.00	1	5/1/2023	12/31/2025	9/1/2028	1	4	AAA	AA1		Active	851
3	31333AP1		\$3,734,688.14	\$8,500,000.00	1	6/1/2021	1/31/2026	10/31/2029	1	4	AAA	AAA		Partially Released	1276
4	95664BW1		\$3,734,688.14	\$850,000.00	1	4/1/2024	10/30/2025	8/1/2027	1	4	AAA	AAA		Active	454
5	95666HQ1		\$3,734,688.14	\$850,000.00	1	11/1/1999	2/28/2026	12/1/2057	1	4	AAA	AAA	1	Active	11534

- "Market Values" tab will allow an FI to view the most recent market value of collateral with a market value date. This will be updated monthly by WVSTO.

COLLATERAL

Collateral Details **Market Values**

CUSIP Number	Market Value	Market Value Date	Value Source
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
> 95664BW1	\$850,000.00	4/30/2026	Market Value File - April 2026
> 31322NW1	\$850,000.00	4/30/2026	Market Value File - April 2026
> 31333AP1	\$8,500,000.00	4/30/2026	Market Value File - April 2026
> 95666HQ1	\$850,000.00	4/30/2026	Market Value File - April 2026

Include Details in Export

- An FI can see the last twelve Market Value details by clicking on the drop-down arrow to the left of a listed CUSIP ID.

COLLATERAL

Collateral Details		Market Values																						
CUSIP Number	Market Value	Market Value Date	Value Source																					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																					
95664BW1	\$850,000.00	4/30/2026	Market Value File - April 2026																					
<table border="1"> <thead> <tr> <th>Market Value</th> <th>Market Value Date</th> <th>Value Source</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>\$850,000.00</td> <td>2/28/2026</td> <td>Market Value File - February 2026</td> </tr> <tr> <td>\$850,000.00</td> <td>1/31/2026</td> <td>Market Value File - January 2026</td> </tr> <tr> <td>\$850,000.00</td> <td>12/31/2025</td> <td>Market Value File - December 2025</td> </tr> <tr> <td>\$850,000.00</td> <td>10/31/2025</td> <td>Market Value File - November 2025</td> </tr> <tr> <td>\$850,000.00</td> <td>10/31/2025</td> <td>Market Value File - October 2025</td> </tr> </tbody> </table>				Market Value	Market Value Date	Value Source	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$850,000.00	2/28/2026	Market Value File - February 2026	\$850,000.00	1/31/2026	Market Value File - January 2026	\$850,000.00	12/31/2025	Market Value File - December 2025	\$850,000.00	10/31/2025	Market Value File - November 2025	\$850,000.00	10/31/2025	Market Value File - October 2025
Market Value	Market Value Date	Value Source																						
<input type="text"/>	<input type="text"/>	<input type="text"/>																						
\$850,000.00	2/28/2026	Market Value File - February 2026																						
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31322NW1	\$850,000.00	4/30/2026	Market Value File - April 2026																					
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Market Value	Market Value Date	Value Source																						
<input type="text"/>	<input type="text"/>	<input type="text"/>																						
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Market Value	Market Value Date	Value Source																						
<input type="text"/>	<input type="text"/>	<input type="text"/>																						
\$850,000.00	2/28/2026	Market Value File - February 2026																						
\$500,000.00	10/30/2025	Initial Entry																						

Include Details in Export

- Market Values can be easily exported to Excel. If all previous market values are needed, click on the "Include Details in Export".

COLLATERAL

Collateral Details
Market Values

Cusip Num	Market Value	Market Value Date	Value Source																		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
3132DWCT8	\$5,000,000.00	10/3/2025	Partially Released																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Market Value</th> <th style="width: 25%;">Market Value Date</th> <th style="width: 25%;">Value Source</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>\$5,100,000.00</td> <td>8/31/2025</td> <td>Market Value File - August 2025</td> </tr> <tr> <td>\$1,000,000.00</td> <td>7/31/2025</td> <td>Market Value File - July 2025</td> </tr> <tr> <td>\$75,000.00</td> <td>6/30/2025</td> <td>Market Value File - June 2025</td> </tr> <tr> <td>\$74,553.00</td> <td>6/29/2025</td> <td>Initial Entry</td> </tr> </tbody> </table>				Market Value	Market Value Date	Value Source	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$5,100,000.00	8/31/2025	Market Value File - August 2025	\$1,000,000.00	7/31/2025	Market Value File - July 2025	\$75,000.00	6/30/2025	Market Value File - June 2025	\$74,553.00	6/29/2025	Initial Entry
Market Value	Market Value Date	Value Source																			
<input type="text"/>	<input type="text"/>	<input type="text"/>																			
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\$74,553.00	6/29/2025	Initial Entry																			

Include Details in Export

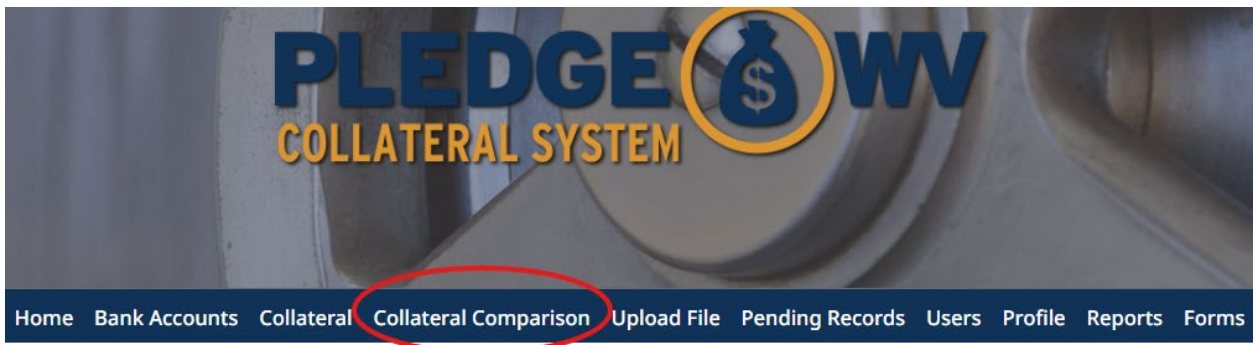
Export to Excel

	A	B	C	D
1	CUSIP Number	Market Value	Market Value Date	Value Source
2	31322NW1	\$850,000.00	4/30/2026	Market Value File - April 2026
3	31333AP1	\$8,500,000.00	4/30/2026	Market Value File - April 2026
4	95664BW1	\$850,000.00	4/30/2026	Market Value File - April 2026
5	95666HQ1	\$850,000.00	4/30/2026	Market Value File - April 2026
6	31322NW1	\$850,000.00	2/28/2026	Market Value File - February 2026
7	95664BW1	\$850,000.00	2/28/2026	Market Value File - February 2026
8	95666HQ1	\$850,000.00	2/28/2026	Market Value File - February 2026
9	31333AP1	\$8,035,000.00	2/25/2026	Partially Released
10	31322NW1	\$850,000.00	1/31/2026	Market Value File - January 2026
11	31333AP1	\$8,500,000.00	1/31/2026	Market Value File - January 2026
12	95664BW1	\$850,000.00	1/31/2026	Market Value File - January 2026
13	31322NW1	\$850,000.00	12/31/2025	Market Value File - December 2025
14	95664BW1	\$850,000.00	12/31/2025	Market Value File - December 2025
15	95664BW1	\$850,000.00	10/31/2025	Market Value File - November 2025
16	95664BW1	\$850,000.00	10/31/2025	Market Value File - October 2025
17	95666HQ1	\$500,000.00	10/30/2025	Initial Entry

4.3 Collateral Comparison

FIs will be able to compare all public funds they are holding for public depositors to all collateral held with WVSTO's qualified escrow agent also known as safekeeping agent. Pledge WV system will do the calculations using the method selected by the FI and the total market values of all active collateral.

1. Click on "Collateral Comparison" tab.



2. FIs can monitor bank account balances versus market value of collateral with ease. If the collateral comparison is highlighted green, they are properly collateralized. If the collateral comparison is highlighted pink, a pledge is needed. If balances have changed and additional collateral is not believed to be necessary, the FI can upload a new balance file.

COLLATERAL COMPARISON

Over/Properly Collateralized Under Collateralized

Uninsured Balance	Market Value of Collateral	Market Value Date	Collateral Needed	Over/(Under) Collateralized
\$9,750,000.00	\$110,476,454.64	4/30/2026	\$9,945,000.00	\$100,531,454.64

Include Details in Export

- To see the past twelve collateral comparisons, click on the drop-down arrow to the left.

COLLATERAL COMPARISON

Over/Properly Collateralized
 Under Collateralized

Uninsured Balance	Market Value of Collateral	Market Value Date	Collateral Needed	Over/(Under) Collateralized
\$9,750,000.00	\$110,476,454.64	4/30/2026	\$9,945,000.00	\$100,531,454.64
\$48,707,267.61	\$56,761,147.68	2/28/2026	\$49,681,412.96	\$7,079,734.72
\$46,934,563.71	\$56,856,035.59	1/31/2026	\$47,873,254.98	\$8,982,780.61
\$48,722,734.57	\$56,285,315.02	12/31/2025	\$49,697,189.26	\$6,588,125.76
\$49,099,259.86	\$57,034,192.94	11/30/2025	\$50,081,245.06	\$6,952,947.88
\$49,728,775.60	\$59,068,539.90	10/31/2025	\$50,723,351.11	\$8,345,188.79
\$10,322,387.92	\$10,287,599.90	9/30/2025	\$10,528,835.68	(\$241,235.78)
\$9,850,057.86	\$10,323,323.65	6/30/2025	\$10,047,059.02	\$276,264.63
\$9,782,876.71	\$10,484,052.39	4/30/2025	\$9,978,534.24	\$505,518.15
\$0.00	\$10,480,221.38	3/31/2025	\$0.00	\$10,480,221.38
\$0.00	\$10,436,464.18	12/31/2024	\$0.00	\$10,436,464.18

Include Details in Export

[Export to Excel](#)

- The data can be exported to Excel with or without details.

Uninsured Balance	Collateral Needed	Market
\$111,520,592.22	\$77,390,444.17	
\$24,453,724.34	\$8,214,631.95	
\$14,020,592.22	\$30,639,263.90	

Include Details in Export

[Export to Excel](#)

Data Retrieval

5.1 Exporting Data

FIs can use the “Export to Excel” and filters to create reports they may need.

1. Collateral Comparison *without details* – Shows all calculations for current balances versus current collateral market value.

	A	B	C	D	E
1	Uninsured Balance	Collateral Needed	Market Value of Collateral	Over/(Under) Collateralized	Market Value Date
2	\$111,520,592.22	\$77,390,444.17	\$117,109,950.00	\$39,719,505.83	8/31/2025
3					
4					
5					

2. Collateral Comparison *with details* – Shows all calculations for the last ten reported balances versus previous collateral market values.

	A	B	C	D	E
1	Uninsured Balance	Collateral Needed	Market Value of Collateral	Over/(Under) Collateralized	Market Value Date
2	\$111,520,592.22	\$77,390,444.17	\$117,109,950.00	\$39,719,505.83	8/31/2025
3	\$24,453,724.34	\$12,226,862.17	\$8,214,631.95	(\$4,012,230.22)	7/31/2025
4	\$14,020,592.22	\$7,010,296.11	\$30,639,263.90	\$23,628,967.79	6/30/2025
5					
6					

3. Market Values *with details* – Shows the last twelve market values for each active pledged collateral.

	A	B	C	D	E
1	Cusip Num	Market Value	Market Value Date	Value Source	
2	3130AMGK2	\$62,362,950.00	8/31/2025	Market Value File - August 2025	
3	3133KY2W8	\$54,747,000.00	8/31/2025	Market Value File - August 2025	
4	3130AMGK2	\$4,213,465.00	7/31/2025	Market Value File - July 2025	
5	3133KY2W8	\$4,001,166.95	7/31/2025	Market Value File - July 2025	
6	3130AMGK2	\$5,213,465.00	6/30/2025	Market Value File - June 2025	
7	3133KY2W8	\$5,001,166.95	6/30/2025	Market Value File - June 2025	
8	3133KY2W8	\$5,000,000.00	6/29/2025	Initial Entry	
9	3130AMGK2	\$5,210,000.00	6/29/2025	Initial Entry	
10					
11					
12					

- Market Values *without details* – Shows only the current market value for all collateral.

	A	B	C	D
1	CUSIP Number	Market Value	Market Value Date	Value Source
2	95664BW1	\$850,000.00	4/30/2026	Market Value File - April 2026
3	31322NW1	\$850,000.00	4/30/2026	Market Value File - April 2026
4	31333AP1	\$8,500,000.00	4/30/2026	Market Value File - April 2026
5	95666HQ1	\$850,000.00	4/30/2026	Market Value File - April 2026
6				

- Bank Account Balances *with details* – Shows the last twelve reported bank account balances for all accounts with the financial institution.

	A	B	C	D	E	F	G	H	I
1	Depositor Name	Tax ID	Bank Account Name	Pass-Through Deposit Insured?	ABA Number	Account Number	Balance	Accrued Interest	File Month/Year
2	CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	BATJET REFUELING	FALSE	123456789	10987654321	\$50,000.00	\$0.00	1/2026
3	CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	BATJET REFUELING	FALSE	123456789	10987654321	\$50,000.00	\$0.00	12/2025
4	CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	BATJET REFUELING	FALSE	123456789	10987654321	\$100,000.00	\$0.00	11/2025
5	CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	BATJET REFUELING	FALSE	123456789	10987654321	\$100,000.00	\$0.00	10/2025
6	MOUNTAINEER COUNTY SHERIFF	333333333	Pledge WV Operating	FALSE	123456789	11987654321	\$350,000.00	\$0.00	1/2026
7	MOUNTAINEER COUNTY SHERIFF	333333333	Pledge WV Operating	FALSE	123456789	11987654321	\$350,000.00	\$0.00	12/2025
8	MOUNTAINEER COUNTY SHERIFF	333333333	Pledge WV Operating	FALSE	123456789	11987654321	\$450,000.00	\$0.00	11/2025
9	MOUNTAINEER COUNTY SHERIFF	333333333	Pledge WV Operating	FALSE	123456789	11987654321	\$450,000.00	\$0.00	10/2025

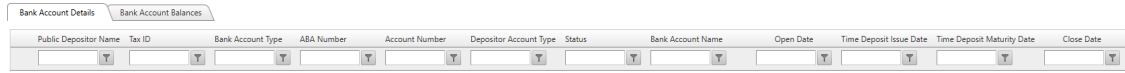
- Bank Account Balances *without details* – Shows a complete list of the most recently reported balance for all accounts with the financial institution.

	A	B	C	D	E	F	G	H	I	J
1	Depositor Name	Tax ID	Bank Account Name	Pass-Through Deposit Insured?	Depositor Account Type	ABA Number	Account Number	Current Balance	Accrued Interest	File Month/Year
2	CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	BATJET REFUELING	FALSE	State Treasury Account	123456789	10987654321	\$50,000.00	\$0.00	1/2026
3	MOUNTAINEER COUNTY SHERIFF	333333333	Pledge WV Operating	FALSE	Political Subdivision Account	123456789	11987654321	\$350,000.00	\$0.00	1/2026
4										

5.2 System Filters

FIs can sort data easily with the built-in filters if the “Export to Excel” feature does not meet their needs.

1. Financial Institutions may utilize the built-in filters on most tabs.

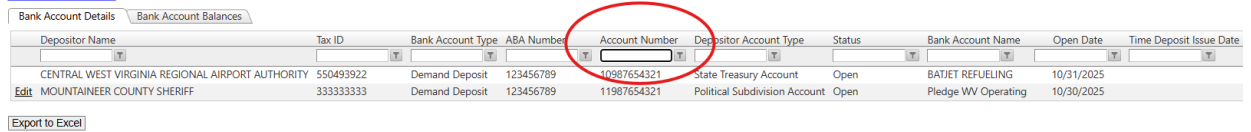


Public Depositor Name	Tax ID	Bank Account Type	ABA Number	Account Number	Depositor Account Type	Status	Bank Account Name	Open Date	Time Deposit Issue Date	Time Deposit Maturity Date	Close Date

2. Once on the correct tab, decide which column you wish to filter.
3. Place your cursor in the field to the left of the filter icon. Note – the outline of the box will turn black in color.

BANK ACCOUNTS

[Add Bank Account](#)



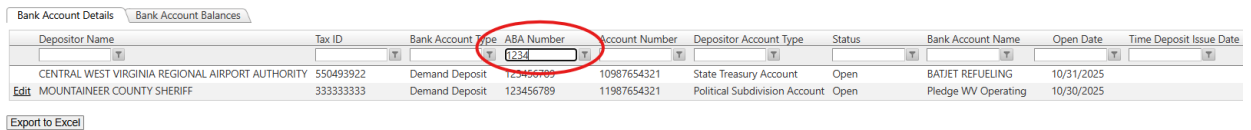
Depositor Name	Tax ID	Bank Account Type	ABA Number	Account Number	Depositor Account Type	Status	Bank Account Name	Open Date	Time Deposit Issue Date
CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	Demand Deposit	123456789	10987654321	State Treasury Account	Open	BATJET REFUELING	10/31/2025	
Edit MOUNTAINEER COUNTY SHERIFF	333333333	Demand Deposit	123456789	11987654321	Political Subdivision Account	Open	Pledge WV Operating	10/30/2025	

[Export to Excel](#)

4. Type the information in the field you wish for the system to search and filter for you.

BANK ACCOUNTS

[Add Bank Account](#)



Depositor Name	Tax ID	Bank Account Type	ABA Number	Account Number	Depositor Account Type	Status	Bank Account Name	Open Date	Time Deposit Issue Date
CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	Demand Deposit	123456789	10987654321	State Treasury Account	Open	BATJET REFUELING	10/31/2025	
Edit MOUNTAINEER COUNTY SHERIFF	333333333	Demand Deposit	123456789	11987654321	Political Subdivision Account	Open	Pledge WV Operating	10/30/2025	

[Export to Excel](#)

- Click on the filter icon. A drop-down menu will appear for you to select from.

BANK ACCOUNTS

[Add Bank Account](#)

Bank Account Details Bank Account Balances

Depositor Name	Tax ID	Bank Account Type	ABA Number	Account Number	Depositor Account Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	1234	<input type="text"/>	<input type="text"/>
CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	Demand Deposit	123456789		
Edit MOUNTAINEER COUNTY SHERIFF	333333333	Demand Deposit	123456789		

[Export to Excel](#)

PLEDGE
COLLATERAL SYSTEM

Collateral Hotline Collateral Staff Banking

Filter Options

Check All

123456789

Apply Cancel

- NoFilter
- Contains
- DoesNotContain
- StartsWith
- EndsWith
- EqualTo
- NotEqualTo
- GreaterThan
- LessThan
- GreaterThanOrEqualTo
- LessThanOrEqualTo
- Between
- NotBetween
- IsEmpty
- NotIsEmpty
- IsNull
- NotIsNull

- In this example, "Contains" was chosen. It has now filtered all accounts with 1234 in the ABA number.

BANK ACCOUNTS

[Add Bank Account](#)

Bank Account Details Bank Account Balances

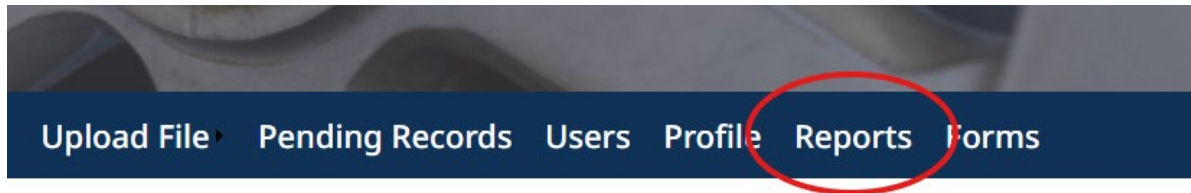
Depositor Name	Tax ID	Bank Account Type	ABA Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	1234
CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY	550493922	Demand Deposit	123456789
Edit MOUNTAINEER COUNTY SHERIFF	333333333	Demand Deposit	123456789

[Export to Excel](#)

5.3 Reports

FIs will be able to utilize two system generated reports with ease. They can select between a “Pledged Collateral Report” and “Collateral Sufficiency Report” with a month end date.

1. Click on “Reports” from the main navigation menu.



2. Use the drop-down menu to select the report you wish to generate.

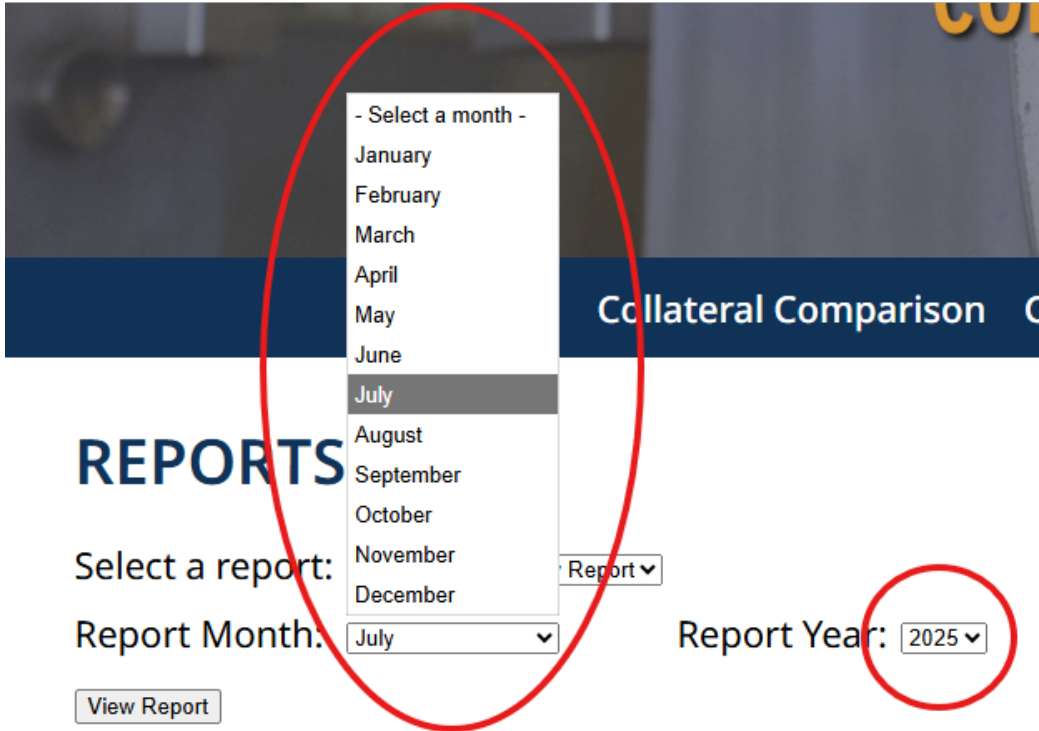
REPORTS

Select a report:

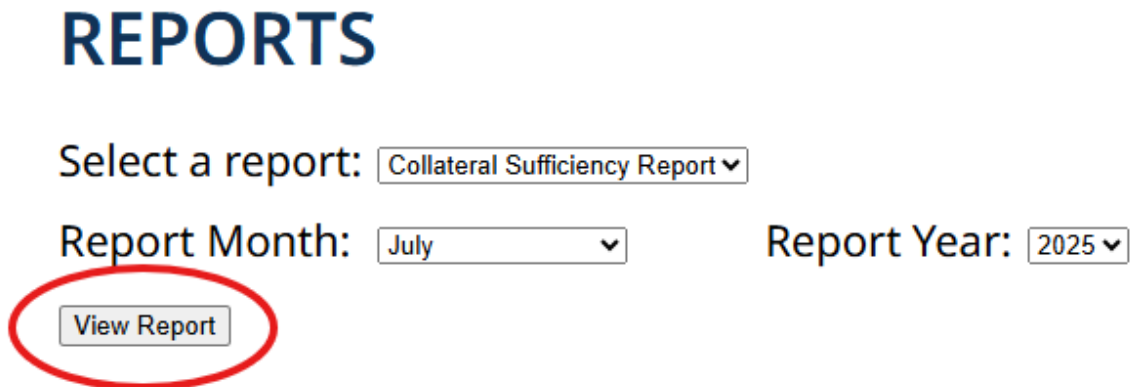
Report Month:

Report Year:

3. Use the drop-down menu to select the month and year needed. Keep in mind that the month will be the end of the month chosen. For instance, if June is selected, it will be as of 06/30.



4. Once all selections are made, click on "View Report". Your report will be generated.



Financial Institution Profile

6.1 Demographics

FIs will be able to view the demographics for their organization under Profile and can notify the STO of any incorrect information by email or phone.

CollateralGroup@wvsto.gov

PledgeWV@wvsto.gov

304-340-5020

PROFILE

<i>Pledge Method:</i>	Dedicated
<i>Collateral Account Number:</i>	11155555
<i>Qtrly Report Number:</i>	1234
<i>Legal Name:</i>	ABC Bank
<i>Address 1:</i>	1501 Gotham Lane
<i>Address 2:</i>	
<i>City:</i>	Gotham
<i>State:</i> WV	<i>Zip:</i> 54679
<i>Tax ID:</i>	515479846
<i>FDIC Certificate #:</i>	111547
<i>Website Address:</i>	
<i>FIS Rating:</i>	1.10
<i>Outside Bank Accounts?</i> <input checked="" type="checkbox"/>	
<i>Quarterly Report Required?</i> <input checked="" type="checkbox"/>	

6.2 Financial Institution FedFis Rating

FIs will be able to view their own FedFis rating reported at the end of the last quarter. STO will upload the most current ratings file, and the system will automatically update on the profile tab of each FI. The FI pledge method will be listed at top. If an FI FedFis rating is reported to be over 2.75 and they have opted to be in the Pooled Method, they will be contacted by STO.

1. Click on the "Profile" tab from the navigation menu.



- 2.

PROFILE			
<i>Pledge Method:</i>	Dedicated		
<i>Collateral Account Number:</i>	11155555		
<i>Qtrly Report Number:</i>	1234		
<i>Legal Name:</i>	ABC Bank		
<i>Address 1:</i>	1501 Gotham Lane		
<i>Address 2:</i>			
<i>City:</i>	Gotham		
<i>State:</i>	WV	<i>Zip:</i>	54679
<i>Tax ID:</i>	515479846		
<i>FDIC Certificate #:</i>	111547		
<i>Website Address:</i>			
<i>FIS Rating:</i>	1.10		
<i>Outside Bank Accounts?</i>			
<i>Quarterly Report Required?</i>	<input type="checkbox"/>		