West Virginia State Treasurer's Office
Banking Services Division
Securities Management
WIRE Transaction Request Form Instructions

Monthly Interest payments and liquidated funds related to matured securities held in Truist Safekeeping Bank accounts will be made on the 18th of each month, or next business day if the 18th of the month is on a weekend or bank holiday. The WIRE Transaction Request Form is to request a WIRE transfer of cash held at Truist if the requesting bank requires transfer on a day other than the 18th of the month. The form will need to be completed each time the distribution date is not the 18th of the month.

1. The individual completing the WIRE Transaction Request Form must be an authorized representative on file with the West Virginia State Treasurer's Office (WVSTO) from the requesting bank to make collateral changes.

2. Complete the for Requesting Bank Name, Bank Tax ID and Delivery Date Requested information at the top of the form.
   a. If requesting a same day WIRE, please note all requests received and acknowledged by Truist prior to 12:00 p.m. Eastern Standard Time (EST) will be processed same day. Forms received and/or acknowledged after 12:00 p.m. EST will be processed the following business day.

3. Complete the fields under the "WIRE Transfer From Information" section.
   a. Truist Safekeeping Bank Account Number
      i. Account number can be found by accessing Truist PortfolioView and clicking on Truist PortfolioView under Investments. The account number will appear on the account selection page above the Account Name, which will appear as "WVSTO CM Your Bank Name".
      ii. If you do not have access to Truist PortfolioView and need access, please contact CollateralGroup@wvsto.gov
   b. Bank Physical Address for Account, on file with Truist

4. Complete the fields under the "WIRE Transfer To Information" section.
   a. Receiving Bank Name
   b. Receiving Bank Address
   c. Receiving Bank ABA/Routing Number
   d. Receiving Bank Account Number
   e. For Further Credit (FFC) Information (if applicable)
   f. Transaction Amount
      i. To find the cash available, sign in to Truist PortfolioView, click on Truist PortfolioView under Investments, there you will see your account information. The sum of the Income Uninvested Cash and Principal Uninvested Cash is the amount available for wire.
   g. Comments to be Recorded on Request (optional)

5. The authorized representative must print their name, title, phone number, email address, form completion date and sign the request.

6. Send the completed request form to CollateralGroup@wvsto.gov for processing. The WVSTO staff will notify the authorized representative whether the request is approved and forwarded to Truist for processing or denied and the reason for denial.

****Cash MUST be available prior to wiring funds. The form must be completed and sent to the WVSTO prior to 12:00 p.m. EST for review and approval prior to being sent to Truist.***

Questions should be directed to CollateralGroup@wvsto.gov or you may call 304-340-5020 or 800-422-7498.