

**WVSTO Safekeeping Accounts
Procedures for Purchase/Sale of Securities for State Agencies and Companies
And opening New Accounts**

As Amended October 2025

A Company must complete the following letters for securities transactions in its Safekeeping Account: Each form has a summary sheet of instructions included.

- To Request opening a new account
- To Purchase a security
- To Receive a security purchased elsewhere
- To Sell a security
- To Deliver a security for replacement
- To Liquidate a security and send proceeds to the State of West Virginia
- To Release cash on deposit
- To Transfer cash

Account openings---Agency and STO instructions

WVSTO receives a request from an agency/company to hold collateral bonding.

- ❑ Please note an account must be open prior to receiving any custody transactions.
- ❑ The State agency requesting the new account must submit in writing to the Safekeeping division at Safekeeping@wvsto.gov the full company title, tax ID number, contact name, company address, phone, fax and email address. The state agency must also include its contact information including contact person, mailing address, email address and phone number.
- ❑ The following forms must accompany all new account requests:
 - A completed W-9 form is mandatory. Please refer to www.irs.gov to get the latest W-9 form.
 - PortfolioView On-Line account access form—ONCE account is opened, company may access PortfolioView and establish whether they want to receive paper statements or online statements.
 - WV Standing Wire Instructions
- ❑ The STO will provide TRUIST with the forms noted above and a Letter of instruction which will include the full company title, tax ID number, contact name, company address, phone, fax and email address. In addition, the state agency requesting the new account on behalf of the company and its contact information will be included.
- ❑ **Treasurer Pack is the only representative for the WVSTO that is authorized to sign account opening forms.**
- ❑ The Company contact information will also be used for corporate action notification and monthly statement mailings.
- ❑ TRUIST will open account and add company contacts access in the PortfolioView system normally within (3) business days and advise company contact person of initial PortfolioView access instructions.
- ❑ Truist will email confirmation of account opening to WVSTO.
- ❑ Cash balances in these accounts will be swept into an MMDA (Money Market Demand Account). Earnings are posted on the second business day of the following month.

For Purchase Transactions:

- ❑ Company sends completed letter to the applicable State Agency for approval.
- ❑ The Company must fund any purchase prior to the execution of the purchase.
- ❑ Funds should be sent to TRUIST as follows:
 - By Wire Transfer
 - Truist Bank
 - ABA: 061000104
 - Swift Code: SNTRUS3A
 - Wire Account Number: 9088000038
 - Wire Account Name: Institutional Advisory Services
 - For Further Credit—Client Account Name
 - For Further Credit---Client Account Number
 - By Check
 - USPS Mail
 - Truist Institutional Advisory Services
 - P.O. Box 896735
 - Charlotte, NC 28289-6735
 - Overnight Mail:
 - Truist
 - Attn: Lockbox # 896735
 - 5130 Parkway Plaza Blvd
 - Charlotte, N.C. 28217-1964
- ❑ State agency confirms that requested purchase is within statutory authority.
- ❑ State Agency approves purchase and indicates approval on the letter.
- ❑ State Agency emails the letter to WVSTO: safekeeping@wvsto.gov
- ❑ **WVSTO indicates its approval** on the letter after
 - verifying authenticity by phone call to Agency representative who signed request or by comparing signatures of Agency representative to signatures on file for that state Agency. Verification is obtained within one (1) to two (2) business days of request.
 - Verifies available cash on PortfolioView to ensure funds are available.
- ❑ **WVSTO sends the letter by email to TRUIST**
 - Email: Truist.IIM.IAS@truist.com
 - Email: Nimisha.kharva@truist.com
- ❑ TRUIST forwards transaction instructions for execution and affirms transaction from the ID confirmation.
- ❑ Trade details are emailed by TRUIST to the WVSTO at safekeeping@wvsto.gov.
- ❑ **Safekeeping section verifies that instructions were carried out by reviewing data on PortfolioView**

To Receive Securities from a Broker – Securities already purchased by the Company

- ❑ Collateral Account for the Company must have been created at TRUIST, see page 2 “Account Opening”
- ❑ Company sends completed letter to the applicable State Agency for approval.
- ❑ State Agency indicates approval on the letter.

- ❑ State Agency emails the letter to WVSTO: safekeeping@wvsto.gov

- ❑ WVSTO indicates its approval on the letter after verifying authenticity by phone call to Agency representative who signed request or by comparing signatures of Agency representative to signatures on file for that state Agency. Verification is obtained within one (1) to two (2) business days of request.

- ❑ **WVSTO sends the letter by email to TRUIST**
 - Email: Truist.IIM.IAS@truist.com
 - Email: nimisha.kharva@truist.com

- ❑ TRUIST acts on WVSTO instructions based on Manual Instruction Trade Form (“MIFT”) on file from the WVSTO.

- ❑ Company directs broker to deliver securities to TRUIST as follows:

Federal Reserve Bank Book Entry (Securities only)
ABA Number 042000013
FRB Mnemonic: U.S. Bank, N.A. Trust
Sub account: 1050/Trust
For SEI Account: 001050985490
FFC Truist Bank a/c 11188
Further Party Info (or free text): SEI A/C #/Name

- ❑ TRUIST processes receive instructions to facilitate settlement.

For Authorization to Sell a Security:

- ❑ Company sends completed letter to the applicable State Agency for approval.
- ❑ State Agency indicates approval on the letter.
- ❑ State Agency sends completed letter to the WVSTO: safekeeping@wvsto.gov
- ❑ WVSTO indicates its approval on the letter after verifying authenticity by phone call to Agency representative who signed request or by comparing signatures of Agency representative to signatures on file for that state Agency. Verification is obtained within one (1) to two (2) business days of request.
- ❑ **WVSTO sends the letter by email to TRUIST**
 - Email: Truist.IIM.IAS@truist.com
 - Email: nimisha.kharva@truist.com
- ❑ TRUIST acts on WVSTO instructions based on Manual Instruction Trade Form (“MIFT”) on file from the WVSTO.
- ❑ TRUIST forwards transaction instructions for execution.
- ❑ TRUIST affirms transaction from the ID confirmation.
- ❑ Trade details are emailed to WVSTO
- ❑ Sale proceeds are retained in the Company’s account until wired out of the account as instructed by the WVSTO.

For Delivery Transactions – Replacement of Security:

- ❑ Company sends completed letter to the applicable State Agency for approval.
- ❑ State Agency approves purchase and indicates approval on the letter by signing.
- ❑ State Agency faxes or emails letter to WVSTO: safekeeping@wvsto.gov
- ❑ WVSTO indicates its approval on the letter after verifying authenticity by phone call to Agency representative who signed request or by comparing signatures of Agency representative to signatures on file for that state Agency. Verification is obtained within one (1) to two (2) business days of receipt request.
- ❑ **WVSTO sends the letter by email to TRUIST**
 - Email: Truist.IIM.IAS@truist.com
 - Email: nimisha.kharva@truist.com
- ❑ TRUIST acts on WVSTO instructions based on Manual Instruction Trade Form (“MIFT”) on file from the WVSTO.
- ❑ TRUIST initiates instructions to deliver security, either free or vs. payment.
- ❑ If proceeds are involved, funds are retained in the Company’s account until instructions are received from WVSTO for transfer.

For Liquidation of a Security to the Credit of the State of West Virginia:

- ❑ State Agency sends original completed letter to the WVSTO for approval.
- ❑ State Agency also emails letter to WVSTO: safekeeping@wvsto.gov
- ❑ WVSTO indicates its approval on the letter after verifying authenticity by phone call to Agency representative who signed request. Verification is obtained within one (1) to two (2) business days of receipt
- ❑ **WVSTO sends the letter by email to TRUIST**
 - Email: Truist.IIM.IAS@truist.com
Email: nimisha.kharva@truist.com
- ❑ **TRUIST acts on WVSTO instructions based on Manual Instruction Trade Form (“MIFT”) on file from the WVSTO.**
- ❑ TRUIST initiates instructions to liquidate security.
- ❑ Cash proceeds are retained in the WVSTO Safekeeping account until instructions are received from WVSTO for transfer of funds to the State of West Virginia, State Treasurer’s Office.