



Larry Pack
STATE TREASURER

State of West Virginia
OFFICE OF THE STATE TREASURER
PHONE: 304-558-5000 or 1-800-422-7498
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STATE CAPITOL, ROOM E-145
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV 25305

Re: Request to open New Accounts

Please accept this letter as instructions to open a new account in the following name.

(Name of Company here)

The state agency requesting the custody account is _____ and their contact person
is _____ who can be reached at _____
(telephone and email address)

The information for _____ is below.
(Company Name)

Full Company Name: _____ FEIN# or TAX ID#: _____

Company Address: _____ Contact Name: _____

Contact Telephone #: _____ Contact Fax #: _____

Contact email address: _____

Attached is a current W-9 for the company, standing wire instructions for the company's financial institution, and PortfolioView access form for the client to view their account.

The State Treasurer's Office understands the custodial account will be opened within (24) hours but will not generally be available on TRUIST PortfolioView for up to (3) business days.

Sincerely,

Larry Pack
Treasurer
State of West Virginia