

## Pledge WV Initial Data Upload File Instructions

FI = Financial Institution    PD = Public Depositor

### “Bank Accounts” Tab

Column	Description	Data to Include
A	FI Tax ID	Your FI’s Tax ID number. Each row will need to include the number, even though it will be the same.
B	PD Tax ID	The Tax ID number of the PD that holds the account. Do NOT include hyphens.
C	Account Number	The bank account number of the specific account, in the format it will be in for the monthly balance upload.
D	ABA Number	Your FI’s ABA number. Each row will need to include the number, even though it will be the same.
E	Account Name	Name of the account.
F	Depositor Account Type	Enter one of the following: <ul style="list-style-type: none"> <li>• State Treasury Account – account in the name of the WV State Treasury</li> <li>• Outside Bank Account – account in the name of a state agency that is not the Treasury. These accounts are currently reported to the STO quarterly.</li> <li>• Political Subdivision Account – account in the name of any local political subdivision. NOT state funds.</li> </ul>
G	Bank Account Type	Enter one of the following: <ul style="list-style-type: none"> <li>• Demand Deposit</li> <li>• Time Deposit</li> <li>• Savings Deposit</li> </ul>
H	Time Deposit Issue Date	If account is a Time Deposit, enter the Issue Date. If any other type of account, leave blank.
I	Time Deposit Maturity Date	If account is a Time Deposit, enter the Maturity Date. If any other type of account, leave blank.
J	Open Date	The date that the account was opened.
K	Close Date	The date that the account was closed. This item will be left blank as we will only be loading open accounts.
L	Pass-Through Deposit Insured?	If account is insured by a pass-through program such as ICS, CDARS, or ModernFi, enter “Y” for yes. If it is not, enter “N”, for no.
M	State Dept Number	Leave Blank – For STO use only.
N	Bank Account Status	Enter one of the following: <ul style="list-style-type: none"> <li>• Open</li> <li>• Dormant</li> <li>• Closed</li> </ul>

## “PDs” Tab

<b>Column</b>	<b>Description</b>	<b>Data to Include</b>
A	Legal Name	Legal Name of the Public Depositor.
B	Legal Address	Legal Address of the Public Depositor.
C	Legal Address 2	2 <sup>nd</sup> line for the Legal Address, if needed. If not, leave blank.
D	Legal City	City of the Legal Address of the Public Depositor.
E	Legal State	2-Character State of the Legal Address of the Public Depositor. (example: use “WV” and not “West Virginia”)
F	Legal Zip	Zip Code of the Legal Address of the Public Depositor.
G	Tax ID	The Tax ID number of the Public Depositor.
H	Website Address	Website Address of the PD. This may be left blank.
I	Contact Name	PD Contact Name.
J	Title	PD Contact’s title, if known.
K	Email	PD Contact’s email address.
L	Phone	PD Contact’s phone number.
M	Is Primary?	Leave Blank – For STO use only.