



State Treasurer of Ohio  
Securities Held by Trustee for Financial Institution

Instructions for completing the Request for Release/Substitution of Depository Bank Collateral form

E-mail completed form to: [bank.collateral@tos.ohio.gov](mailto:bank.collateral@tos.ohio.gov) or fax to: (614) 466-9948

Request Date	The date the form is being completed.
To the Trustee	The name of the institution holding the security.
Account #	The account number for which securities are held at the Trustee.
Financial Institution (Pledgor)	The name of the depository bank submitting the request.
ABA #	American Bankers Association assigned routing number.
Contact Name	The person from the Financial Institution requesting the release/substitution.
Authorized Signature	Person(s) authorized to sign the release of securities from the Financial Institution.
Contact e-mail	Email address for the Financial Institution contact.
Telephone	Phone number for the Financial Institution contact who is sending the request.
<b>RELEASE</b> section	The date the funds are to be released (i.e., <b>at maturity</b> or <b>before maturity</b> ).
For Treasurer Use Only	Please leave this column blank.
CUSIP	The security identifier.
Asset Description	The type of security or security name (i.e., FNMA mortgage).
PAR (Original Face) to be released	The par amount or original face amount (do not use market value) of the security to be released.
Maturity Date	Maturity date or call date of the security.
<b>SUBSTITUTION</b> section	Enter the required information for any security(s) that will be pledged in addition to the release(s). Please send pledge information to Trustee and request that the Trustee forward confirmation of the pledge to the Treasurer as soon as it is available.