

# ROBERT SPRAGUE

OHIO TREASURER

## BANK ACCOUNT WORKSHEET

\*Please electronically fill out and sign the form, and return to [BankAccountManagement@tos.ohio.gov](mailto:BankAccountManagement@tos.ohio.gov).

### Section A (Type of Account)

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New Account ⇒ Proceed to Section B

Transfer of an Existing Account ⇒ Proceed to Section C

### Section B – For a New Account (Background Information)

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Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Requesting Account: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number (to be populated after assigned by bank): \_\_\_\_\_

Brief Description of Account Purpose: \_\_\_\_\_

⇒ Proceed to Section D

### Section C – For a Transfer Account (Background Information)

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Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Requesting Account: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_

Financial Institution Prior to Transfer: \_\_\_\_\_

Former Account Name: \_\_\_\_\_

Former Account Number: \_\_\_\_\_ Former Routing Number: \_\_\_\_\_

New Account Number: \_\_\_\_\_ New Routing Number: \_\_\_\_\_

New Account Name: \_\_\_\_\_

New Financial Institution: \_\_\_\_\_ Effective Date of Transfer: \_\_\_\_\_

Reason for Transferring Account: \_\_\_\_\_

Legal Authority for Transferring Account: \_\_\_\_\_

Brief Description of Account Purpose: \_\_\_\_\_

**Section D (Additional Information)**

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Who will pay fees associated with the account?

Agency      3<sup>rd</sup> Party Vendor      Board of Deposit

Provide where, and to whom, the account invoicing should be sent if different from agency contact.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

What legislation or Ohio Revised Code statute allows the agency to open or transfer this account? (NOTE: If the fee amount is \$50,000 or greater, then Controlling Board approval may be needed.)

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Date the account is to become active:

*(Please allow at least 5 business days after the approval date to insure that account is added to BAI2 after activation.)*

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Is this account to be included in a consolidated account analysis group?      Yes      No

Account collateralized at:      Full      50%

Account on GAAP Schedule?      Yes      No

**All accounts will be set up with the following characteristics:**

- Debit Blocking
- Check Blocking
- Paperless Bank Statements to Treasurer of State Accounting

- Requires agency to notify Treasurer of State to move funds.
- Online Bank System Reporting Inquiries for Treasurer of State and agency
- Daily BAI Download (*Only for custodial accounts and ZBAs*)
- Returned Checks sent to:      Agency      Treasurer of State      Other/Shared Services
  
- Deposit Tickets Needed:      Yes      No

The funds in the account are designated as (please check the applicable area)

Custodial Funds (ORC 113.051): Proceed to Section E

State Funds (ORC 113.05 and 135): Proceed to Section F

### Section E (Custodial Funds)

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Are funds to be invested?      Yes      No

***If yes, and funds are to be invested in STAROhio, contact the Treasurer of State Investment Department at (614) 466-3511. Or, if other asset classes are to be included, a trust download will need to be arranged between the Treasurer of State Trust Department and the bank holding the account.***

**Select features needed for account:**

- Geographic location of branches for deposits: \_\_\_\_\_
- ACH Outbound
- Outbound Wires
- Institutional Trust/Custody Services
- Agency access to online bank system
- ZBA Receipts Account – Account to transfer to: \_\_\_\_\_
- ZBA Disbursements Account – Account to transfer from: \_\_\_\_\_
- Check Writing (Need to notify Cashiers to configure in system)
- None of the above

## Section F

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### Account will function as:

Holding Account – Treasurer of State must move funds. (Account to transfer into: \_\_\_\_\_)

ZBA – Funds automatically swept. (Account to transfer into: \_\_\_\_\_)

### All accounts will automatically be set up with the following characteristics:

- Online ACH and Wires
- Online reporting inquiries sent to Treasurer of State
- Daily BAI Download

Select features needed to holding account:

Geographic location of branches for deposits: \_\_\_\_\_

Other, please describe: \_\_\_\_\_

## ACH

BAI2 File Transfer to OBM/OIT

- ECAC Number (16 digits): \_\_\_\_\_
- Info on Customer's Statement (10 digits): \_\_\_\_\_
- Integration Solution Provider: \_\_\_\_\_

## Remote Deposit

Geographic location of branches for deposits: \_\_\_\_\_

- Location ID: \_\_\_\_\_

## Section G (On-line Bank Administrator)

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Agency shall provide a list of all individuals requesting online access and levels of security on the prescribed form. Contact Eridania Rosario, Security Administrator, at (614) 387-2569 or [Eridania.rosario@tos.ohio.gov](mailto:Eridania.rosario@tos.ohio.gov) to obtain the form.

***Should you need someone removed or added to the list of authorized individuals, you must notify the Security Administrator within 24 hours of the change.***

## Section H (Liability)

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By executing this Worksheet, Agency agrees to indemnify and to hold the Treasurer's office harmless and immune from and to bear all costs associated with defending any and all claims for injury or damages arising from the account access granted by this Worksheet that are attributable to Agency's own actions or omissions or those of its trustees, officers, agents, employees, subcontractors, or other third parties utilized by Agency.

**Section I (Account Activation & Authorizations)**

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Authorized Agency Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Treasurer of State Approval to Establish Account (one signatory required)**

Marjorie Kruse, Deputy Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Stacey Cumberlander: \_\_\_\_\_ Date: \_\_\_\_\_

**Treasurer of State Distribution List:**

Jennifer Biedenharn  
Sheila Boehner  
Stacey Cumberlander  
Jennifer Day  
Katie Fuller  
Marjorie Kruse

Mike Lenzo  
Stephanie Motley  
Aron Rogers  
Lauren Roquemore  
Eridania Rosario  
Monica Young