



# STATE AGENCY SECURITY SAFEKEEPING INSTRUCTIONS

## OFFICE OF THE STATE TREASURER ARIZONA

1700 W Washington Street, Suite #102, Phoenix, AZ 85007

(602) 542-7800 | [Securities@aztreasury.gov](mailto:Securities@aztreasury.gov)

### Instructions for Agency Securities Deposit, Amendment, and Release

1. Complete the State Agency Security Safekeeping Form and be sure to use the form from our website (<https://www.aztreasury.gov/forms>) for the most current version.
2. State Agency and Company section – required fields are:
  - i. Date, State Agency, Company (company name – site, address or etc. is additional information)
3. Deposits/Amendments section is only completed for new securities or modifying securities currently held by the Arizona State Treasurer’s Office – required fields are:
  - i. Check box appropriate Security Type & No.
  - ii. Account No.
  - iii. Bank (name or issuing agent’s company name)
  - iv. Maturity Date (if applicable)
  - v. Interest Rate (if applicable)
  - vi. Amount
  - vii. Amendment Reason (if applicable)

#### Acceptable Securities:

- a. Cash deposits are only acceptable as cashier’s check, made payable to ‘Arizona State Treasurer’.
  - b. Certificate of Deposit (CD) security documents need to be accompanied with the ASSIGNMENT TO ARIZONA STATE TREASURER SECURITY IN LIEU OF CASH DEPOSIT form, completed and signed by the bank and notarized.
  - c. Surety Bond (SB) and Line of Credit (LOC) original security documents.
4. Release section is only completed when requesting the Treasurer’s Office to release the security – required fields are:
    - i. Check box appropriate Security Type & No.
    - ii. Account No.
    - iii. Bank (name or issuing agent’s company name)
    - iv. Maturity Date (if applicable)
    - v. Interest Rate (if applicable)
    - vi. Amount
    - a. Include any release documentation.
    - b. **Note:** *Company name and physical address are required if the security presented is a check, per bank policy; no PO Box address allowed.*



# STATE AGENCY SECURITY SAFEKEEPING INSTRUCTIONS

## OFFICE OF THE STATE TREASURER ARIZONA

1700 W Washington Street, Suite #102, Phoenix, AZ 85007

(602) 542-7800 | [Securities@aztreasury.gov](mailto:Securities@aztreasury.gov)

5. For all transactions, include supporting documentation provided by the company. Documents will be verified for accuracy to safekeeping form.
6. The agency's authorized personnel will complete the State Agency Authorization portion.
7. Submit completed forms and supporting documents electronically to [Securities@aztreasury.gov](mailto:Securities@aztreasury.gov). Send security documents via interoffice mail or hand delivered to our office. Once received, documents will be reviewed within 1-2 business days.  
*Note: Original security documents will need to be received at our office for safekeeping.*
8. Once processed by the Arizona State Treasurer's Office, the agency will receive a completed security safekeeping form electronically via email. Hard copy documents will also be sent via interoffice mail or can be picked up at our office, upon request.

Incomplete or incorrect documents will be returned for correction.

For assistance, please email [securities@aztreasury.gov](mailto:securities@aztreasury.gov)