

## **INSTRUCTIONS FOR FORM COLL-91**

### **(ANNUAL NOTIFICATION OF ACCOUNTS BY PUBLIC DEPOSITOR)**

The COLL-91 (formerly INV-91) Annual Notification of Accounts by Public Depositor form is required to be filed annually to include information effective as of June 30, pursuant to the North Carolina Administrative Code (20 NCAC 07 .0103). All public depositors must prepare the COLL-91 form for each financial institution used as a depository. All public accounts should be listed regardless of ownership.

The NC Department of State Treasurer (DST) and the financial institutions should receive a copy of the COLL-91. The original should be kept for your records. This form is due to DST on or before July 31 each year.

The COLL-91 is available at <https://www.nctreasurer.com/fod/Pages/Collateralization.aspx>.

1. Public Depositor: Include your agency or public unit name as listed on the bank account(s).
2. Bank Name: The name of the bank where the accounts on this form are held. Use only one bank per form.
3. Second Quarter Ending: Enter the year.
4. Type of Public Depositor: Check the box that best describes your entity. If you check "Other", please include a public depositor description.
5. Account Type: Select Demand (ex. non-interest and interest checking) or Time (ex. CDs, NOW, and savings). Do not include Repurchase agreements, Finistar, CDARS, ICS, NCCMT or STIF accounts since these are investment accounts and are not subject to 20 NCAC 07.
6. Account Number: Enter the full account number(s)(not just the last four digits).
7. Certification: Read and complete the certification.
8. Email your completed and signed form to [sbu.collateral@nctreasurer.com](mailto:sbu.collateral@nctreasurer.com).
9. Submit a copy to your financial institution.
10. Keep the original copy for your records.

Please note: Incomplete and outdated forms will not be accepted and a request will be made for a corrected submission by the NC Department of State Treasurer's Office. You may direct any questions to [sbu.collateral@nctreasurer.com](mailto:sbu.collateral@nctreasurer.com) or call 919-814-3889.