

Treasurer of State of Ohio
Trust Department – Collateral Section

Instructions for completing the Securities Held in Trust **Request for Release Form**

E-mail completed form to: agency.collateral@tos.ohio.gov or Fax to: (614) 466-9948

Treasurer's office personnel will contact the agency designee to arrange a date and time to schedule the appointment.

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|---------------------------|---|
| Agency | The name of the agency for which the security is in trust. |
| Division | The agency division for which the security is in trust. |
| Contact | The person from the agency requesting the release. |
| Telephone | The phone number for the contact who is sending the request. |
| Agency Designee Signature | The individual who is pre-appointed by the agency with an original signature on file with the Treasurer of State of Ohio. |

Securities to be Released section

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|-----------------------------|--|
| For TOS Use Record # | Please leave this column blank. |
| Pledgor | The Pledgor of the security. |
| Certificate Number or CUSIP | The security identifier. |
| Issuer/Bank | The entity where the security is held. |
| Pledge Amount | The amount held by the state to be released. |