



Agency No. \_\_\_\_\_

#### **STATE SIGNATURE CARD AND DEPOSITORY AGREEMENT**

The State Depository Board has adopted this as the official signature card to be used on all State agency, authority, board, bureau, college, commission, corporation, department, entity, instrumentality, and university ("Agency") accounts in lieu of the cards used by the individual depositories.

##### INSTRUCTIONS TO AGENCIES

1. After account has been approved by the State Depository Board, complete one set of cards (number to be determined by your bank) for each bank account maintained in your Agency and send to your bank.
2. Prepare one (1) card for each bank account maintained by your Agency and submit to the Office of the State Treasurer at the address shown on the card.
3. Upon receipt of the signed signature card, the Office of the State Treasurer will record the account in the State Bank Registry and send confirmation to the respective Agency.
4. Complete steps 1 and 2 above each time changes are made in authorized signatures.

NOTE: This form is available on the Office of the State Treasurer's website at [ost.georgia.gov](http://ost.georgia.gov).

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Title of Account: \_\_\_\_\_

Account  
No.: \_\_\_\_\_ No. Signatures  
Required: \_\_\_\_\_

Bank: \_\_\_\_\_ Agency: \_\_\_\_\_

Branch: \_\_\_\_\_ Agency Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Agency Federal Tax I.D.: \_\_\_\_\_

#### **Authorized Signatories:**

Name

Signature and/or Facsimile

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\*Alternate Signature

Authorized upon receipt by bank of written  
notice from the Governor of Georgia.

Depository Board Approval: YES \_\_\_\_ NO \_\_\_\_ Date \_\_\_\_\_

Fee Compensation: YES \_\_\_\_ NO \_\_\_\_ If yes, Approval for the Office of the State Treasurer to  
Receive Account Analysis: YES \_\_\_\_ NO \_\_\_\_

Balance Compensation: YES \_\_\_\_ NO \_\_\_\_ Note: One signature card for each state account must be forwarded  
to: Office of the State Treasurer  
200 Piedmont Avenue, Suite 1204 West Tower  
Atlanta, GA 30334  
Date: \_\_\_\_\_

In consideration of the opening of this account and its maintenance by Bank, the above named Agency agrees:

1. The handling of this account, including, but not limited to, fixing any maintenance, service and other charges permitted by law, and stating deposit and withdrawal procedures shall be governed by appropriate Federal Reserve and F. D. I. C. regulations, by this agreement and by separate rules established by Bank from time to time. Permissible charges for maintenance and service of this account may be made on occasions and in amounts approved by the Office of the State Treasurer. Except for accounts in the State Bank Fee Payment Program, such charges may be made by the Bank whether the account be active or dormant, may be deducted from the account, and the bank shall not be liable for dishonoring items when the deduction of such charges results in there being insufficient funds in the account to honor such items.
2. Bank is authorized to waive presentment, notice of dishonor and protest as to all items received by Bank for deposit or collection.
3. All remittances, statements, items, notices and other communications and writings given by Bank to Agency in connection with this account shall be deemed given when sent postage prepaid by U. S. Mail to the address of Agency shown on this agreement. The Bank is authorized and directed to send to Agency a monthly statement for this account, together with the items and other evidences of charges against the account for that period, unless directed in writing to hold the same available to the Agency. Such statements and items will be sent or held available for Agency within 10 banking days after the last day of the monthly accounting period. The Agency is obligated to examine the same immediately and to report promptly to the Bank any dispute or difference of account for whatever reason. Except as otherwise provided by law, unless Bank receives written notice of any claimed dispute or difference of account within 90 days after the statement and items shall have been sent or made available to Agency, or, Bank receives written notice of any claim in dispute as a result of an audit within 90 days after the close of Agency's fiscal year, Agency shall be precluded from asserting any dispute or difference as to the account as rendered. Agency shall not be relieved of the duty so to examine and report or of the stated consequences thereof by reason of the fact that the statement or any item or items were not sent or made available, unless Agency notifies Bank of that fact within 30 days of the date upon which the same are customarily so sent or made available
4. Agency may order payment stopped on any item drawn on the account as provided by law, but in such event Bank at its option and without liability may thereafter decline to pay any or all items drawn hereon except items drawn by the order of the Agency.
5. Bank is authorized to honor any order by Agency to pay, withdraw or transfer funds from this account even though the signature thereon does not correspond exactly with the listed specimen signature(s), but Bank is not obligated to honor any order drawn by Agency unless the signature thereon does correspond exactly with the above listed specimen signature(s). If Agency has furnished Bank Facsimile signature(s) of any of the authorized signatures on this account, Bank is authorized and directed to honor checks, drafts or other orders for the payment of money drawn in Agency's name on this account, including those payable to the individual order of any person or persons whose names appear thereon as signer or signers thereof, when bearing said facsimile signature(s) and Bank shall be entitled to honor and to charge this account for such checks, drafts or other orders, regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto.
6. Bank may close this account at any time by sending the balance of funds therein to Agency following the sending of written notice of its intent to Agency and Office of the State Treasurer of its intent to do so 30 days prior thereto, and Bank shall not be liable for refusing to honor any item drawn on the account or any order of withdrawal or transfer presented to Bank after such closure. Bank may decline to collect any item deposited in the account after giving such notice by sending such item to Agency prior to Bank's midnight deadline with respect to such item. Bank will receive checks for deposit (without collection to the closed account) for 90 days and send items to the Agency via first class mail.
7. Bank may refuse payment of and return as unpaid any or all items drawn on this account and presented to Bank on any banking day when at the opening of business on that day there is not sufficient balance of collected funds in this account to pay the total amount of such items.
8. Should Bank receive any process, summons, order, injunction, execution, distressment, levy lien, or notice (hereinafter called "Process"), which in Bank's opinion affects this deposit, Bank shall immediately notify Agency by the most expeditious method available, and, if Process is issued on behalf of the United States or an agency thereof, Bank may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from this account and may either hold the balance herein until Process is disposed of to the Bank's satisfaction, or pay the Balance or so much thereof as shall be the subject of the Process over to the source of the process.
9. If an account holding state funds is in the State's Bank Fee Program, then in accordance with the Bank's State Fee Schedule with the Office of the State Treasurer, the Office of the State Treasurer may pay Bank service charges on this account. If so, Agency hereby instructs Bank to remit interest earned on this account to the State Treasury and the Office of the State Treasurer to pay account fees on behalf of and authorized by the Agency.