

INSTRUCTIONS FOR FORM INV-91

(NOTIFICATION OF PUBLIC DEPOSIT)

- 1) All public depositors must prepare INV-91 annually as of June 30th to identify public deposits to each depository.
- 2) Prepare an INV-91 for each financial institution that holds public funds **regardless of whether the bank is a pooling method bank or a dedicated method bank.**
- 3) One copy is sent to the financial institution and one copy is sent to the State Treasurer. You should keep a copy for your records.
- 4) List each account name and type held by the financial institution along with the account number.
- 5) Provide your complete name and address.
- 6) Under Type of Depositor and Statutory Reference, check the box that authorizes collateral coverage for your public unit.
- 7) Date and sign the report at the bottom.
- 8) Mail the original to the branch office of the depository.
- 9) Mail or fax a copy to:

MAIL TO:

NC Department of State Treasurer
State and Local Government Finance
Fiscal Management Section
325 N. Salisbury Street
Raleigh, NC 27603-1385

FAX TO:

(919) 807-2398