

## **Procedure for Processing Cash Bid Bond with the West Virginia State Treasurer's Office**

*Please allow yourself enough time to complete this procedure.*

1. In order to post a Cash Bid Bond in the form of (a) cash or (b) cashier's check, a bidder will complete the applicable sections of the "REQUEST TO INVEST FORM", the "W-9 FORM", and the LVL Re-Bid of Permits Deposit Form. All forms are included in the bid packet and are posted on the Lottery's website ([www.wvlottery.com](http://www.wvlottery.com)). The "REQUEST TO INVEST FORM" must be notarized. Please note that the investor name must match Lines 1 or 2 of the W-9 and the bid bond. The company name on the LVL Re-bid of Permits Deposit form must match the bid bond.
2. Since the West Virginia State Treasurer's Office is following CDC guidelines and the Governor's mandates in regard to COVID-19, the preferred manner of submission is to mail the completed and notarized "REQUEST TO INVEST FORM", the completed W-9 FORM, the LVL Re-Bid of Permits Deposit Form and a cashier's check in the full amount of the bid bond that the bidder wishes to post to a secure lockbox address to WV Lottery at P. O. Box 40239 Charleston, WV 25364. If you choose to deliver in person, please call 304-340-5033 to set up an appointment. The Treasurer's Office is located at 1900 Kanawha Boulevard, Capitol Complex, Building #1, Room E-145, Charleston, WV 25305. Please note that we have limited staffing during this time, but we will do our best to accommodate your request. **Separate forms and cash/cashier's check(s) must be presented for each separate bid that the bidder wants to submit.**
3. The Treasurer's Office will ***immediately deposit and record the funds*** that are received in the lockbox each day. The Safekeeping Division will record the LVL Re-Bid of Permits Deposit Form information to the Safekeeping system and provide the bidder with a signed receipt via email or mail, acknowledging the amount of the bond posted. If you have not received an email receipt by day three, please contact the Safekeeping Division at 304-558-5000. Mail will likely take more than three days. The Treasurer's Office will not forward any information regarding the posting of cash bid bonds to the Lottery until after May 21, 2021.
4. The bidder will include an original of the signed receipt in his/her bid submission to the Purchasing Division.

### **NOTES:**

Any bidder who wishes to submit a Cash Bid Bond via ACH or wire transfer must contact Brant Gibson, EFT and Financial Services Director for Treasurer's Office, ***no later than*** one week prior to May 14, 2021. Mr. Gibson can be contacted by telephone at 304-340-1594 or by e-mail at [brant.gibson@wvsto.com](mailto:brant.gibson@wvsto.com).

Any questions about properly posting a Negotiable/Marketable Bid Bond should be directed to Carolyn Bellamy of the Treasurer's Office. Ms. Bellamy can be contacted by telephone at 304-340-1593 or by e-mail at [carolyn.bellamy@wvsto.com](mailto:carolyn.bellamy@wvsto.com). Marketable securities are time sensitive, please allow two weeks for completion.