

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

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

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" and the "FORM W-9." Both 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. [There may be an available notary at the West Virginia State Treasurer's Office Safekeeping Desk.]
2. A bidder must hand-deliver the completed and notarized "REQUEST TO INVEST FORM" and the completed FORM W-9 to a clerk at the Safekeeping Desk in the Treasurer's Office. Along with the forms, the bidder must simultaneously present the cash or cashier's check in the full amount of the bid bond that the bidder wishes to post. All cashier's checks should be made payable to the *State of West Virginia*. The Safekeeping Desk is located at 1900 Kanawha Boulevard, Capitol Complex, Building #1, Room E-145, Charleston, WV 25305. **Separate forms and cash/cashier's check(s) must be presented for each separate bid that the bidder wants to submit.**
3. The clerk at the Safekeeping Desk will enter the bond into the Safekeeping system, immediately deposit the full funds into the Safekeeping FIMS fund (#1346), file the Form W-9, and provide the bidder with a signed receipt, acknowledging the amount of the bond posted. Treasurer's Office will not forward any information regarding the posting of cash bid bonds to the Lottery until after June 10, 2011.
4. The bidder will include an original of the signed receipt in his/her bid submission to the Purchasing Division, and an exact copy of the signed receipt in his/her bid submission to the State Auditor's Office.

### **IMPORTANT NOTE:**

Any bidder who wishes to submit a Cash Bid Bond via ACH or wire transfer must contact *Michelle Painter, EFT and Financial Services Director for Treasurer's Office, at 304-340-1565, no later than* one week prior to June 10, 2011.