

Procedure for Processing Negotiable Securities Bid Bond with the West Virginia State Treasurer's Office

Please allow yourself enough time to complete this process.

1. In order to post a Negotiable Security Bid Bond with the West Virginia State Treasurer's Office, a bidder must obtain the necessary forms from the Lottery. The available forms include: a Form W-9, wire instructions, and Attachments A and B of the Citi-WVSTO procedures. A bidder may request that the Lottery provide him/her with the necessary forms by contacting Elisha Rawlings at 304-558-0500, ext. 215.
2. The bidder must complete all required forms provided by the Lottery, which includes the Form W-9, the wire instructions, and *either* Attachment A *or* B of the Citi-WVSTO procedures.
3. Once the forms are complete, the bidder must, in person, obtain Ms. Rawlings' signature on all forms that require a signature from the Lottery. Ms. Rawlings will not review any forms for accuracy. Her signature does not affirm that the forms are correct.
4. After obtaining the appropriate signature(s) from the Lottery, the bidder will then submit all completed, required forms directly to Michelle Painter, EFT and Financial Services Director for Treasurer's Office, at 1900 Kanawha Boulevard, Capitol Complex, Building #1, Room E-145, Charleston, WV 25305.
5. If properly submitted, the Treasurer's Office will provide the bidder with a signed receipt, acknowledging the amount of the bond posted. The Treasurer's Office alone will determine if a Negotiable Security Bid Bond was properly posted.
6. 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:

Elisha Rawlings ***cannot*** answer any questions about how to properly post a Negotiable Security Bid Bond. Any questions about properly posting a Negotiable Security Bid Bond should be directed to *Michelle Painter of the Treasurer's Office at 304-340-1565.*