

QUARTERLY LIABILITY RETURN CHECK LIST

1. When completing your return make sure you use the lowest value for **each** security whether it is “market” or “par” value. Book value does not even need to be listed on your report.
2. Please make sure that the securities you have listed as pledged have not been released prior to quarter end or added after the end of the quarter. **The pledge or release date is the date listed on the bottom of the sheet you receive from me. Also, please remember we have two business days to process requests.**
3. Institutions that have loans pledged please notify the Public Deposit Protection Commission when these have been paid down to zero before quarter end. Any time loans are paid down a standard release form needs to be sent to me.
4. If your institution is going to be changing custodians, it needs to be done before the last month of the end of the quarter.
5. Make sure you have enclosed a list of your pledged securities and your Schedule RC Balance Sheet.
6. Make sure the form is complete and every line that applies to your institution is filled, including your institution’s information at the top.
7. Double check your addition and subtraction on the liability return. I have had to correct miscalculations in the past.
8. Remember that on line 13, this amount is line 12 x 100%, not 110%.
9. The liability return is in adobe on our website which is www.sdtreasurer.com. Please complete the form in adobe, print, sign, notarize, and send to the State Treasurer’s Office along with listing of securities, and RC balance sheet.
10. Excess insurance bonds and letters of credit need to have release forms completed also when they mature.

This is just a suggestion but there are a few banks that do this currently. If you have questions on what securities our office has pledged and what you have pledged, you can contact me and I will fax a copy of current pledges to you. That way you can see if we match up or where the discrepancies are **before** you submit your report.

Just a reminder that all releases and additions need to be sent to me first and I'll notify the custodian of the changes. Also, make sure either you or your custodian is sending me either a signed agreement or receipt. Failure to receive confirmation from you or the custodian will result in a Notice of Deficiency. So please touch base with your custodian so that you know this step is covered.