

LOCAL GOVERNMENT INFORMATION REQUIRMENTS

In order to relieve personal liability, ORS 295 requires public officials to provide the Office of the State Treasurer with:

- The names of all bank depositories in which they currently deposit public funds. If a public official makes any changes to the banks they use, they must notify the Office of the State Treasurer within 10 business days.
- Contact information for the local government, including entity name, contact name, address, phone number and email address.

This information may be submitted to the Office of the State Treasurer by email to public.funds@ost.state.or.us. Any changes to the bank depositories used by a public official must be reported to the Office of the State Treasurer within 3 business days of the effective date of the change.

Public officials are also required to ensure all banks they do business with are on the Office of the Sate Treasurer list of qualified depositories. This list may be found at <http://www.ost.state.or.us/Services/PFCP/QualifiedDepositoriesPublicFunds.asp> or by calling (503) 378-3400.