

VIRGINIA SMALL BUSINESS FINANCING AUTHORITY

SSBCI CASH COLLATERAL PROGRAM (“CCP”)

Opening Instructions to SSBCI CCP Participating Bank for Cash Collateral Program Deposit Account:

<u>Account must be in the name of:</u>	Virginia Small Business Financing Authority
<u>Type of Entity :</u>	Political subdivision, public body corporate
<u>Type of Account:</u>	Interest Bearing, Money Market <u>Checking</u> Account
<u>Statement Cut-Off:</u>	Month end
<u>Statements:</u>	Required monthly
<u>Designation of Account:</u>	Public Funds
<u>Street Address:</u>	101 North 14 th Street, Richmond, VA 23219
<u>Mailing Address:</u>	P. O. Box 446, Richmond, VA 23218-0446
<u>EIN:</u>	54-1300845
<u>Required Signatures:</u>	Two signatures required on each check
<u>Authorized Signers:</u>	Mark L. Heede , Executive Director Anna B. Mackley , Chief Credit Officer/Operation Manager Mary Jo Sisson-Vaughan , Regional Lending Manager

- *Please provide your VSBFA Regional Lending Manager with the email address for the individual at your bank who will responsible for opening this account.*

Driver's Licenses and Social Security Numbers for the above authorized signers will be emailed under separate cover directly to the person who needs the information to open the account.

- *Please mail a starter account kit – including a limited supply of deposit tickets and starter checks - to your VSBFA Regional Lending Manager at the address above.*