



OFFICE OF THE TREASURER-TAX COLLECTOR
SHARI L. FREIDENRICH, CPA, CCMT, CPFA, ACPFIM

P.O. Box 4515
SANTA ANA, CA 92702-4515
ocgov.com/ocinvestments

PROCEDURES FOR VOLUNTARY PARTICIPANTS TRANSACTIONS

- Available hours: 7:30 a.m. to 4:30 p.m.
- Transaction Request Forms can be faxed to **714-834-2912** or mailed to:
Orange County Treasurer
Attn: Fund Accounting Group
P.O. Box 4515
Santa Ana, CA 92702-4515
- For same-day transactions, please fax the signed Transaction Request Form by 9:30 a.m. Transaction Request Forms received after 9:30 am will be for the next business day
- Provide at least one-day's advance notice for withdrawals of \$5 million or more
- Transactions may be requested 10 calendar days in advance of the Effective Date of Transaction
- Once the Transaction Request Form has been received, we will e-mail a receipt confirmation to the contact e-mail address
- Transfers will be processed only through bank account(s) authorized by the agency in writing, must be in the agency's name and must be a bank account that is currently on file with our office
- For Withdrawal transaction(s), we will notify the contact e-mail address of the confirmation number once the transaction is completed
- For Deposit transaction(s), we may request the confirmation number from the agency, and will notify the contact e-mail address of the confirmation number once the transaction is completed
- Signatures on deposit and withdrawal requests will be verified to the agency authorized signature list

Questions? Contact Melissa Dobbins at (714) 834-2913 or mdobbins@ttc.ocgov.com. Please do not send sensitive information by e-mail.

Mission: Ensure safe and timely receipt, deposit, collection and investment of public funds.