



Sandie Arnott

TREASURER - TAX COLLECTOR

Tiffany Htwe
INVESTMENT & FINANCE OFFICER

Kathy Nunes
PROPERTY TAX DIVISION MANAGER

December 14, 2020

Pool Participants:

Effective January 4, 2021, we have added an additional step to better ensure the validity of wire requests consistent with deterring fraud as best we can. A department created PIN will now be required during the verification process. Rachel Ridon will be working with all departments to implement this additional level of security. Please note the addition of this step in the procedures below:

All wire requests must be submitted 3 business days in advance of the wire date.

All wire requests will be verified by our investment team with a manager from the requesting department **PRIOR** to the funds being wired. The requesting department will be asked to verify their name, **PROVIDE THE DEPARTMENT CREATED PIN NUMBER**, amount to be wired, account number and wire date. No funds will be wired without this final verification so we request that you have a manager available on the wiring date to confirm the information we will request.

Should you have any questions or concerns, please do not hesitate to contact Tiffany Htwe at 650-599-1239 or me.

Best regards,

Sandie Arnott
Treasurer-Tax Collector

cc: Michael Callagy, County Manager
Juan Raigoza, Controller

555 County Center, 1st Floor, Redwood City, CA 94063

Treasurer
(650) 363-4580 ♦ Fax: (650) 363-4944
treasurer.smcgov.org

Tax Collector
(866) 220-0308 ♦ Fax: (650) 599-1511
tax.smcgov.org



San Mateo County Treasurer's Office
Withdrawal Request

Please provide the following information to ensure credit is applied to the appropriate account. Send your request to Controller wire@smcgov.org, & Treasurer trswire@smcgov.org with invoice copies and other supporting documentation. All requests must be received 24 hours' in advance. Please note there may be fees to process the wire. When there is an emergency and if the network is not available, please deliver this form to **Treasurer's Office, 555 County Center – 1st Floor, Redwood City, CA 94063**.

Date of Wire:	
Wire Amount in US Dollar:	
Bank Name:	
Bank Address:	
ABA Routing # (US Banks):	
*SWIFT Code and/or BIC (International Banks)	
Account Name (Not Payee Name):	
Account Holder's Address: (City & Country Required)	
Bank Account Number or IBAN#	
OFAS Account Number and PEID #	
Additional Information	

* Please inquire from your foreign bank (bank outside the United States) if they need to go through a correspondent bank in order to receive a wire transfer from a US Bank. If "Yes", please provide us the additional information regarding your bank's correspondent bank.

Treasurer's Official Use Only	
Signature Verified	
OFAS Balance Verified	
PIN # (Voluntary Participants Only)	
Treasurer/CIO approval for over 12.5% withdrawal	
Controller's Official Use Only	
Wire Approval	

By my signature below, I confirm that I am the (title) _____ of (entity)

_____ and as such I have been authorized to provide the

Information above. I understand that the County may seek confirmation of my authority in writing or by phone.

Signature: _____ Date: _____