

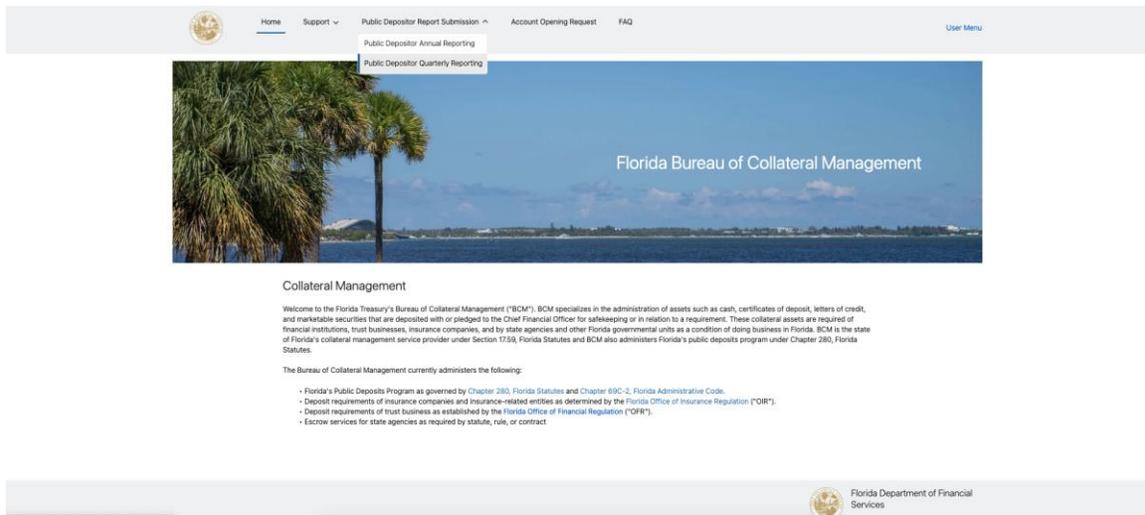
Quick Start: Submit a Public Depositor Quarterly Report

Step-by-step guide with screenshots

2025-08-14 19:42

Step 1

Go to the Public Depositor Reports section from the main menu.



Step 2

Enter the report Year/Quarter and FEIN



DEPARTMENT OF FINANCIAL SERVICES
Division of Treasury - Bureau of Collateral Management
PUBLIC DEPOSITOR QUARTERLY REPORT

Department of Financial Services
Division of Treasury
Bureau of Collateral Management
200 East Gaines Street
Tallahassee FL 32399-0345

Reporting Period

Reporting Year: 2025 Reporting Quarter: Quarter3

Public Depositor Account Identification

To continue with the Public Depositor Quarterly Report, please enter your Federal Employer Identification Number (FEIN) in the input field below. This number is required to verify your identity and proceed with the submission process.

Federal Employer Identification Number (FEIN)

Next

Step 3

Fill out required form fields (marked with *).



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Public Depositor Additional Information

Account Legal Name

Mailing Address

Country: United States

Street

City: State/Province: --None--

Zip/Postal Code

Back Next

Step 4

Review auto-filled data and make corrections if needed.



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Instructions: Each public depositor which is a state university or state college must complete and submit this report to the Chief Financial Officer quarterly and as requested by the Chief Financial Officer, by email at PublicDeposits@myfloridafco.com or as directed by the Chief Financial Officer. Each report must include the account details as of the quarter's end or the date requested by the Chief Financial Officer.

Part I - Report Identification and Public Depositor Information

For the Period Quarter3, 2025,

Public Depositor (PD) Information

PD Full Legal Name:

PD Mailing Address: **United States**

PD Federal Employer Identification Number (FEIN): **11111111**

Part II - Public Depositor Account(s) Data

Included with this Quarterly Report is an electronic file (compatible with Excel version 6.2.7 or later), listing each qualified public depository (QPD) in which the above public depositor has an account, including accounts with zero balances. The electronic file must include: QPD name, QPD FEIN and aggregate account balance by QPD.

Part III - Certification

I certify that I have read the foregoing quarterly report and that the facts stated in it are true to the best of my knowledge and belief.

I am authorized to sign on behalf of the foregoing Public Depositor, and I assert that the above Public Depositor is not in violation of section 280.042(3)(a)2, F. S.

Printed Name

Title

Date

Public Depositor Quarterly Report
DFS-J1-1009, effective 12/24
Rule 69C-2.022, F.A.C.

[Back](#) [Next](#)

Step 5

Continue completing fields and options as shown, then proceed.



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Instructions: Please upload a file compatible with Excel version 6.2.7 or later. The uploaded file must list each Qualified Public Depository (QPD) in which the public depositor holds an account, including accounts with zero balances. The file must include the QPD name and the QPD FEIN.

Business Type: Public Depositor

Select File Type

*Upload File

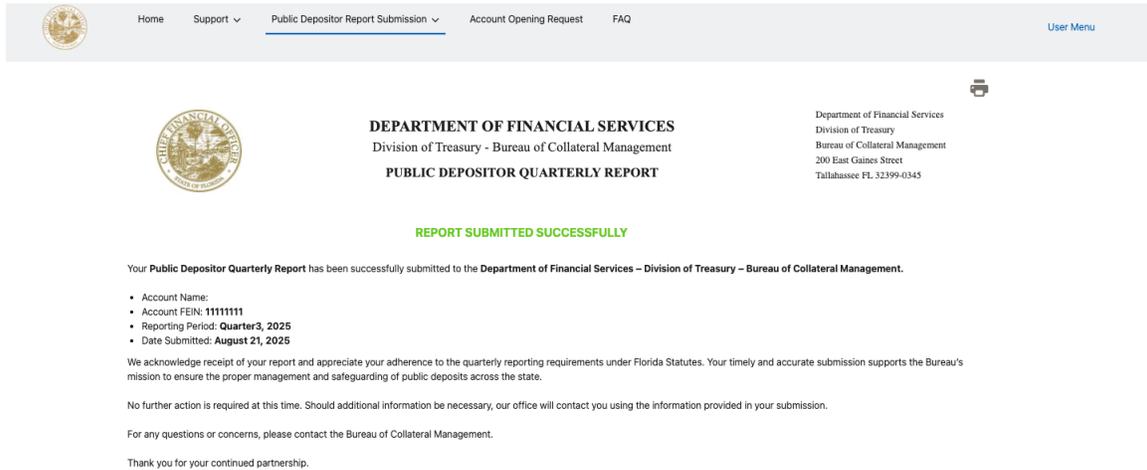
 Or drop files

Need help? [Download a Sample File](#)

[Back](#) [Next](#)

Step 6

Success screen shown



The screenshot shows a web page with a navigation bar at the top containing links for Home, Support, Public Depositor Report Submission, Account Opening Request, and FAQ. A User Menu is also visible. The main content area features the Department of Financial Services logo and contact information. The central message reads "REPORT SUBMITTED SUCCESSFULLY" in green. Below this, a confirmation message states that the report has been submitted to the Department of Financial Services - Division of Treasury - Bureau of Collateral Management. A bulleted list provides details: Account Name, Account FEIN (11111111), Reporting Period (Quarter3, 2025), and Date Submitted (August 21, 2025). A paragraph of acknowledgment follows, along with a note that no further action is required. Contact information for the Bureau of Collateral Management is provided, and the page concludes with a thank you message.

Home Support **Public Depositor Report Submission** Account Opening Request FAQ [User Menu](#)

 **DEPARTMENT OF FINANCIAL SERVICES**
Division of Treasury - Bureau of Collateral Management
PUBLIC DEPOSITOR QUARTERLY REPORT

Department of Financial Services
Division of Treasury
Bureau of Collateral Management
200 East Gaines Street
Tallahassee FL 32399-0345

REPORT SUBMITTED SUCCESSFULLY

Your **Public Depositor Quarterly Report** has been successfully submitted to the **Department of Financial Services – Division of Treasury – Bureau of Collateral Management**.

- Account Name:
- Account FEIN: **11111111**
- Reporting Period: **Quarter3, 2025**
- Date Submitted: **August 21, 2025**

We acknowledge receipt of your report and appreciate your adherence to the quarterly reporting requirements under Florida Statutes. Your timely and accurate submission supports the Bureau's mission to ensure the proper management and safeguarding of public deposits across the state.

No further action is required at this time. Should additional information be necessary, our office will contact you using the information provided in your submission.

For any questions or concerns, please contact the Bureau of Collateral Management.

Thank you for your continued partnership.

Step 7

Ability to Print Success screen



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REPORT SUBMITTED SUCCESSFULLY

Your **Public Depositor Quarterly Report** has been successfully submitted to the **Department of Financial Services - Division of Treasury - Bureau of Collateral Management**.

- Account Name:
- Account FEIN: 11111111
- Reporting Period: **Quarter 3, 2025**
- Date Submitted: **August 21, 2025**

We acknowledge receipt of your report and appreciate your adherence to the quarterly reporting requirements under Florida Statutes. Your timely and accurate submission supports the Bureau's mission to ensure the proper management and safeguarding of public deposits across the state.

No further action is required at this time. Should additional information be necessary, our office will contact you using the information provided in your submission.

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Thank you for your continued partnership.



Florida Department of Financial Services

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