

To make an application to participate in the Time Deposit program of the City and County of San Francisco's Treasurer's Pool, candidates must submit for following:

A. Forms Requiring Signatures:

1. **Agreement for Time Deposit** (PDF Form)
2. **Corporate Resolution** (PDF Form)
3. **Time Deposit Information Form** (PDF Form)

B. Information that must be provided at time of application:

4. **Annual Report** - Most recent report
5. **Current Community Reinvestment Act (CRA) evaluation** - Must be "Satisfactory" or better

Note: If your organization is not subject to the CRA regulations, please provide documentation.

6. **Five most recent Consolidated Reports of Condition and Income (quarterly call reports).**

This Information is to be submitted in electronic form – with copies sent to:

[Bob.shaw@sfgov.org](mailto:Bob.shaw@sfgov.org)

[Hubert.white@sfgov.org](mailto:Hubert.white@sfgov.org)

and

[Ichieh.dion@sfgov.org](mailto:Ichieh.dion@sfgov.org)

**Irrevocable Letter of Credit Requirement.**

Once an application for investment has been approved, the applicant must deliver to the above individuals, a fully executed Irrevocable Letter of Credit (the "LOC") from the Federal Home Loan Bank of San Francisco with the following required terms:

- a. The Treasurer shall be the beneficiary of the LOC; and
- b. The LOC shall be clean and irrevocable, and shall provide that the Treasurer may draw upon the LOC up to the total amount in the event of the failure of the Financial Institution or if the Financial Institution refuses to permit the withdrawal of funds by the Treasurer or any other authorized officer or employee of the City and County of San Francisco.