



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

VOLUNTARY PARTICIPANT

Procedures for Voluntary Participants Transactions

- Available hours: 7:30a.m. to 4:30p.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 copy of the signed Transaction Request Form by 9:30a.m. Transaction Request Forms received after 9:30am will be for the next business day.
- Provide the Treasurer's office 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, the Treasurer's office will email the receipt confirmation to the authorized email list.
- Transfer will be processed only through bank account(s) authorized by the agency in writing and currently on file with the Treasurer's office. The bank account(s) must be in the agency's name.
- For Withdrawal transaction(s), the Treasurer's office will notify the agency of the confirmation number once the transaction is completed.
- For Deposit transaction(s), the Treasurer's office may request the confirmation number from the agency