



California Department of Fish and Wildlife Bank Submittal Form



To facilitate your request, please fill out as much information as you can. To ensure accurate recording of your fee, contact your CDFW Region to obtain a bank tracking number. Please submit this form in hard copy and electronic format with the appropriate fee and all required documents to your CDFW Region.

BANK INFORMATION

Bank Name:			Bank Type:	<input type="checkbox"/> Conservation
				<input type="checkbox"/> Mitigation
Dates:	Form received on	Fee received on	Documents received on	
Tracking Number:				
County:			Region:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6

BANK SPONSOR

Name			Contact Name		
Street Address					
City, State, Zip					
Telephone			Fax		
Email					

ADDITIONAL CONTACT *(if different from above; e.g., consultant, attorney, property owner)*

Name					
Street Address					
City, State, Zip					
Telephone			Fax		
Email					

The following row is for Agency Use Only:

Ref. Doc. :	Multi. Pur. :	Vend. Info. :
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Fees may be submitted via wire transfer or check *(select appropriate box)*.

Wire Transfer **Check**

Please follow instructions below for selected payment method.

INSTRUCTIONS FOR ELECTRONICALLY WIRING FUNDS

(1) Please contact CDFW Region to obtain bank tracking number and detailed instructions on where to transfer funds.

(2) Include the following payment details:

- a) Mitigation/conservation bank tracking number
- b) Mitigation/conservation bank name (for example, Willow Mitigation Bank should be written as Willow M.B. or C.B. if a conservation bank)
- c) Item Number (identified next to corresponding fee below)

(3) Email this form to Accounting Services Branch at asbmitigation@wildlife.ca.gov.

(4) Provide documentation that funds were wired, along with a copy of this page, to CDFW Regional Manager and Regional Bank Coordinator.

Please note: CDFW Region will not be able to begin its review of bank documents until it has received verification from CDFW Accounting Services Branch that wired funds were received.

INSTRUCTIONS FOR SENDING A CHECK

(1) Contact the Region for mailing address, correct details on check, and bank tracking number before mailing.

(2) Make all checks payable to: California Department of Fish and Wildlife.

(3) In the memo line of the check, write the mitigation/conservation bank name and tracking number. Please use abbreviation M.B. for Mitigation Bank or C.B. for Conservation Bank.

Bank Document and Corresponding Fee (check the appropriate box):

Prospectus	Fee	Item Number	Bank Agreement Package	Fee	Item Number
<input type="checkbox"/> Draft Prospectus	\$2,081.50	8700	<input type="checkbox"/> Bank Agreement Package	\$34,689.75	8710
<input type="checkbox"/> Prospectus (Draft Pre-paid)	\$11,794.75	8706	<input type="checkbox"/> Resubmitted Incomplete Bank Agreement Package	N/A	
<input type="checkbox"/> Prospectus	\$13,876.25	8705	<input type="checkbox"/> Resubmitted Bank Agreement Package	\$34,689.75	8711
<input type="checkbox"/> Resubmitted Incomplete Prospectus	N/A		<input type="checkbox"/> Unsolicited Changes	\$13,876.25	8712
<input type="checkbox"/> Resubmitted Prospectus	\$13,876.25	8707	<input type="checkbox"/> Resubmitted Unsolicited Changes	\$13,876.25	8713
Implementation	Fee	Item Number	Amendment to Existing CDFW Bank	Fee	Item Number
<input type="checkbox"/> Implementation Fee (Total)	\$83,255.25	8730	<input type="checkbox"/> Simple Bank Amendment Package - Initial Review	\$10,407.25	8720
<input type="checkbox"/> Implementation Fee (Pursuant to the amount specified in the BEI)	_____	8731	<input type="checkbox"/> Complex Bank Amendment Package – Initial Review Pre-paid	\$24,282.50	8721
			<input type="checkbox"/> Complex Bank Amendment Package	\$34,689.75	8726
			<input type="checkbox"/> Resubmitted Simple Bank Amendment	\$10,407.25	8722
<input type="checkbox"/> Implementation Penalty Fee (10% of fee due)	_____	8735	<input type="checkbox"/> Resubmitted Complex Bank Amendment	\$34,689.75	8723
			<input type="checkbox"/> Resubmitted Incomplete Bank Amendment	N/A	
Additional	Fee	Item Number	<input type="checkbox"/> Unsolicited Changes	\$13,876.25	8724
<input type="checkbox"/> Overage Shortage	_____	8760	<input type="checkbox"/> Resubmitted Unsolicited Changes	\$13,876.25	8725