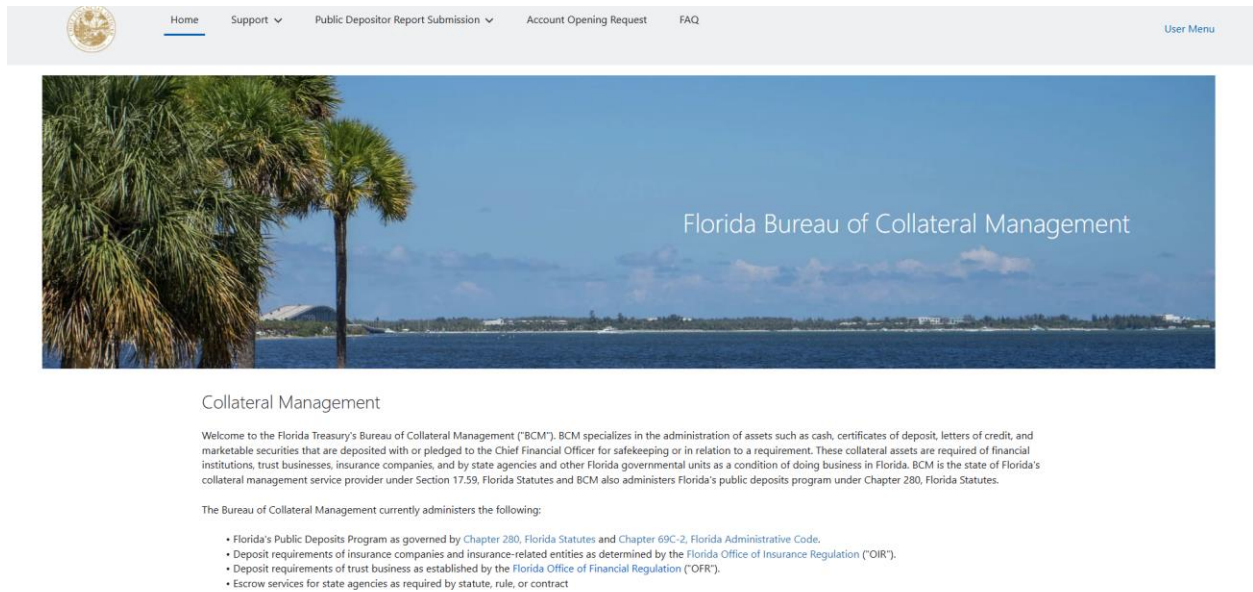


Quickstart: How to Submit a QPD Annual Report

This process allows Qualified Public Depositories (QPDs) to complete and submit their required Annual Report through the portal.

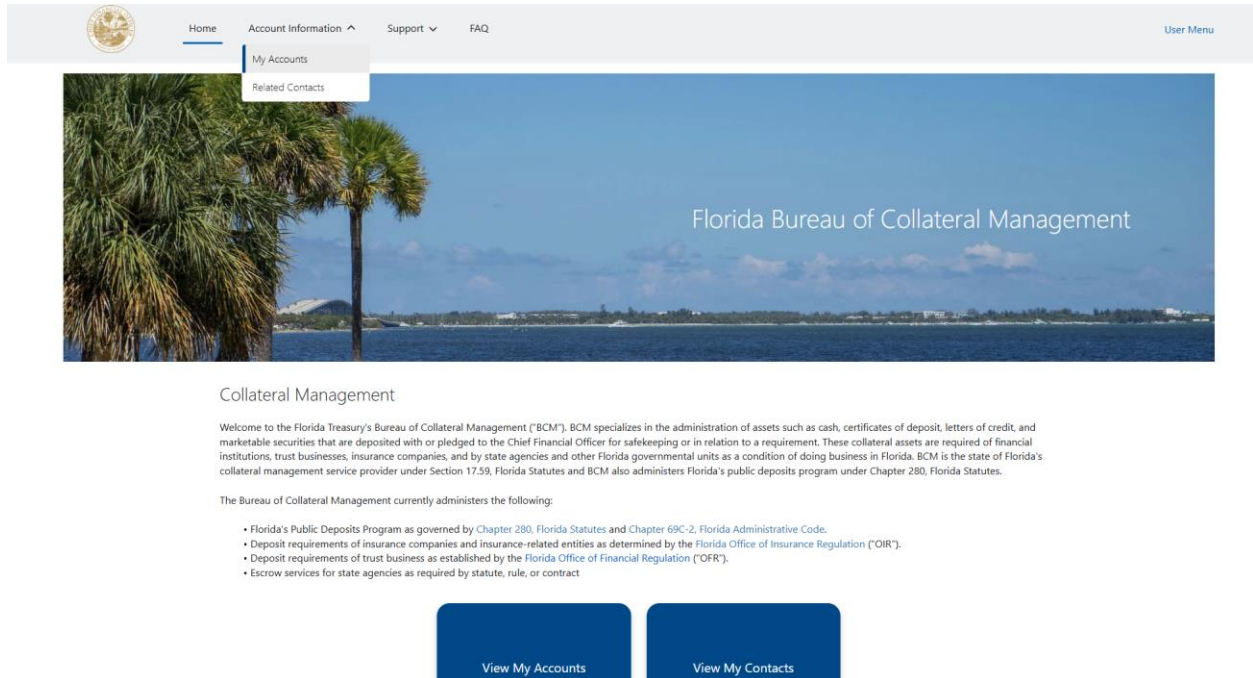
Step 1:

The Portal can be assessed at <https://ecap.fldfs.com/>. Access the **User Menu** in the top right corner to sign in.




Step 2:

Access the **Account Information** drop down and select **My Accounts**. This will provide a list of accounts with which you are related. Select the account for which you want to submit the Annual Report by clicking on its name.



Step 3:

Click on the **Report Submission** tab and the radio button for **Annual** in the report type section. Click **Next**.


[Home](#)
[Account Information](#)
[Support](#)
[FAQ](#)
[User Menu](#)

Manage Account

[Detail](#)
[Collateral Holdings](#)
[Requests](#)
[Transaction Request](#)
[Reports Submission](#)

*** Please select Report Type**


☒ Annual
 ☐ Monthly
 ☐ Attestation Statement

Next

Step 4:

Verify the **Reporting Year**, **Legal Name** and **FEIN** are accurate for the reporting institution.

[Detail](#)
[Collateral Holdings](#)
[Requests](#)
[Transaction Request](#)
[Reports Submission](#)



DEPARTMENT OF FINANCIAL SERVICES

Division of Treasury - Bureau of Collateral Management

QUALIFIED PUBLIC DEPOSITORY ANNUAL REPORT

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

Instructions: This report must be completed in full and submitted on or before November 30 of each year to the Chief Financial Officer. Please submit the completed report by electronic submission through the designated portal site, as directed by the Chief Financial Officer.

▼ Part I – Report Identification and Qualified Public Depository (QPD) Information

*** Reporting Year**

2025

*** Legal Name of QPD**

Anchor Bank

*** QPD FEIN**

202502516

▼ Part II - Public Depositor Account(s) Data

Review the **verification requirements** listed on the form and check the certification boxes to confirm compliance with Section 280.16, Florida Statutes.

- Official custodian as referenced in Rule 12, Code of Federal Regulations sections 350.13 and 743.10

✓ Part III – Verification

☐ By signing below, I am verifying, pursuant to section 280.16, Florida Statutes, that the above QPD has:

- By October 30, provided annual confirmation to public depositors of all the open Florida public deposit accounts as of the close of business on September 30. All discrepancies found in the confirmation process were reconciled before November 30. Information supplied to public depositors included the following:
 - FEIN of the QPD
 - Name on the deposit account record
 - FEIN on the deposit account record
 - Account number
 - Account type
 - Actual account balance on deposit
- Executed and returned each Form DFS-J1-1295, Public Deposit Identification and Acknowledgement Form, presented by a public depositor for each public deposit account as of September 30.
- Identified each public deposit account as a "Florida public deposit" on the deposit account record with the name of the public depositor or has provided a unique code for the account for such designation.
- Participated in the Financial Literacy Program for Individuals with Developmental Disabilities as required under section 17.68, Florida Statutes.

✓ Part IV – Certification

☐ I certify that I have read the foregoing annual 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 QPD.

☐ Checking this box serves as the digital signature of the authorized QPD representative.

* Printed Name

Step 5:

Complete the **Certification** by checking the boxes and entering your **Name**, **Title** and **Report Date** (the date you are completing the form). If you intend to submit the **QPD attestation** along with the Annual Report, check the box at

the bottom of the page. Click **I Understand**.

▼ Part IV – Certification

☐ I certify that I have read the foregoing annual 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 QPD.

☐ Checking this box serves as the digital signature of the authorized QPD representative.

*Printed Name

*Title

Report_Date

▼ Part V - Attestation Statement (Optional)

☐ I want to submit my attestation statement and confirm that all the information provided is true and accurate.

Please upload your attestation document on the next screen.

I Understand

Step 6:

If you chose to submit the **QPD Attestation**, you will now be directed to upload the document. Verify the reporting year and click on the **Upload File** button to do so. A blank copy of the attestation is available via the **Download sample file** hyperlink. Once the upload is complete, click on the **Next**.



DEPARTMENT OF FINANCIAL SERVICES
Division of Treasury - Bureau of Collateral Management
Attestation Statement for Qualified Public Depositories (QPD)

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

▼ Reporting Period

Reporting Year

2025

▼ Attestation Statement (Optional)

Upload File

[Upload Files](#) Or drop files

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

Next

Step 7:

In the same way, upload the **Annual Report file (Excel)** and click **Next**.

A success message will confirm your submission. The system will record the case, and your report will be sent to DFS for review.

By completing these steps, your institution successfully submits the QPD Annual Report. Be sure to retain a copy of the confirmation for your records.