

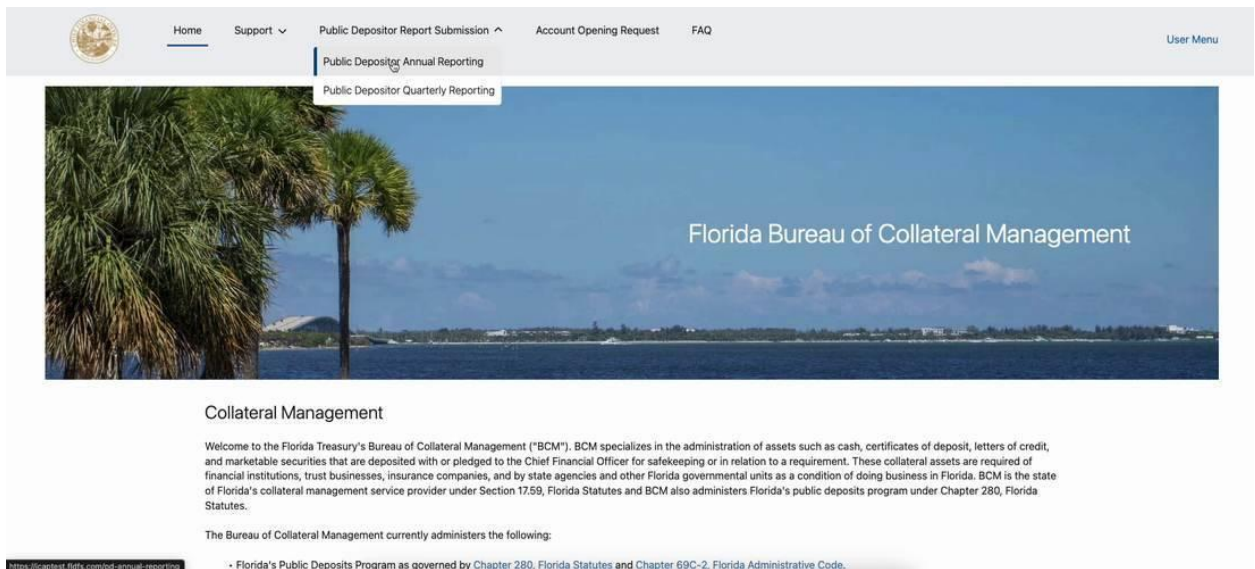
# Quickstart: Submit a PD Annual Report

Step-by-step guide with screenshots

2025-08-14 19:42


## Step 1


Access the portal at <https://ecap.fldfs.com/>. In the **Public Depositor Report Submission** dropdown, select **Public Depositor Annual Report**.



## Step 2

Verify the report year and enter the FEIN of your organization. If the entered FEIN is connected to multiple entities, the system will prompt you to select which entity you are submitting for. Confirm that the Legal Name and FEIN are correct.

[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 ANNUAL 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

Public Depositor Account Identification

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

Federal Employer Identification Number (FEIN)


Next



Florida Department of Financial Services

## Step 3

Fill out the address that should be associated with your organization. Hit Next.



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200 East Gaines Street  
Tallahassee FL 32399-0345

Public Depositor Additional Information

**Mailing Address**

Country

United States

Street

City

State/Province

--None--

Zip/Postal Code

Back

Next

## Step 4

Review that the legal name, address and FEIN appear correctly on the form.

After reviewing the form, complete the certification in Part IV. Check the boxes indicating that you have read the report and are authorized to sign on behalf of the Public Depositor.

Enter your name, title and the date that you are completing the form. Hit Next.

(1) Performed an annual confirmation of all open public deposit accounts as of the close of business on September 30 for each QPD. All discrepancies found in the confirmation process were reconciled before November 30. Information confirmed included the following:

- a. FEIN of the QPD.
- b. Name on the deposit account record.
- c. FEIN on the deposit account record.
- d. Account number.
- e. Account type.
- f. Actual account balance on deposit.

(2) Confirmed that a current Public Deposit Identification and Acknowledgment Form has been completed for each public deposit account and is in our possession.

(3) Included as part of this Form, the required Public Depositor Account(s) Data in the format described in Part II.

▼ 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 PD.

Printed Name  
stack td

Title

Date  
Aug 14, 2025

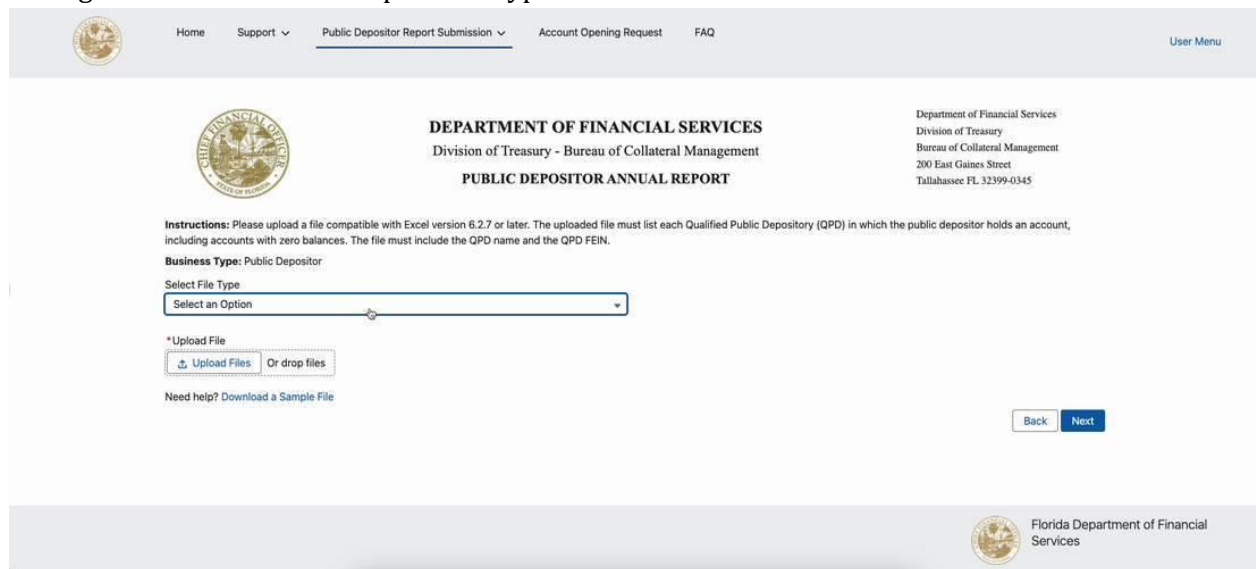
Public Depositor Annual Report  
DFS-J1-1009, effective 12/24  
Rule 69C-2.022, F.A.C.

Back Next

## Step 5

This is where you will upload the excel file listing QPDs at which your organization maintains accounts. If you don't want to create your own file, a template is available

through the “Download a Sample File” hyperlink. Hit next.



The screenshot shows the 'Public Depositor Annual Report' submission page. At the top is a navigation bar with links: Home, Support, Public Depositor Report Submission (selected), Account Opening Request, and FAQ. A 'User Menu' link is on the right. The main header includes the Department of Financial Services logo, the title 'DEPARTMENT OF FINANCIAL SERVICES Division of Treasury - Bureau of Collateral Management PUBLIC DEPOSITOR ANNUAL REPORT', and contact information: 'Department of Financial Services, Division of Treasury, Bureau of Collateral Management, 200 East Gaines Street, Tallahassee FL 32399-0345'. The instructions state: '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.' The 'Business Type' is set to 'Public Depositor'. A 'Select File Type' dropdown menu is shown with 'Select an Option' selected. Below it is an '\*Upload File' section with 'Upload Files' and 'Or drop files' buttons. A link for 'Download a Sample File' is provided. 'Back' and 'Next' buttons are at the bottom right. The footer contains the Florida Department of Financial Services logo and name.

## Step 6

You will now receive a confirmation screen that the report has been submitted successfully. This screen can be printed and retained for your records.



The screenshot shows the 'REPORT SUBMITTED SUCCESSFULLY' confirmation page. It features the same header as the previous page. The main content area has a green title 'REPORT SUBMITTED SUCCESSFULLY' and a message: 'Your Public Depositor Annual Report has been successfully submitted to the Department of Financial Services – Division of Treasury – Bureau of Collateral Management.' Below this is a list of submission details: 'Account Name: Stack Test', 'Account FEIN: 1817181', 'Reporting Year: 2025', and 'Date Submitted: August 14, 2025'. A paragraph acknowledges receipt of the report and expresses appreciation for adherence to annual reporting requirements. It states: 'We acknowledge receipt of your report and appreciate your adherence to the annual 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.' Another paragraph notes: '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.' A final paragraph says: 'For any questions or concerns, please contact the Bureau of Collateral Management.' and a closing line reads: 'Thank you for your continued partnership.' A print icon is located in the top right corner. The footer is identical to the previous page.

## Troubleshooting:

If you experience difficulty submitting your annual report, or have general questions, please utilize the “support” tab at the top of the portal screen to submit a general inquiry.

