

Quickstart: Instructions for Submitting a Trust Business Annual Report

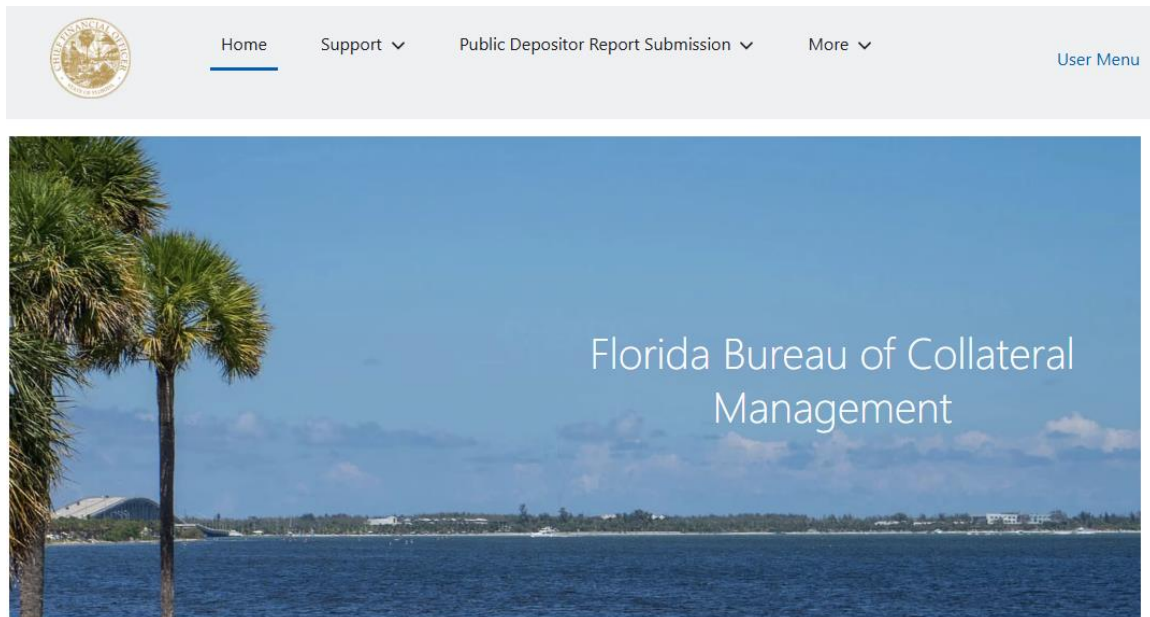
Below is guidance that will allow a trust business to file their Trust Business Annual Report which is required per section 660.27(2), Florida Statutes. The report will be filed by completing an electronic form. This process will replace the prior process of completing a pdf editable form and emailing the form to the Florida Department of Financial Services, Bureau of Collateral Management.

Step 1

Log into the Collateral Administration database portal using the below URL:

<https://ecap.fldfs.com>

Once you go to the web page, you should see the below screen.



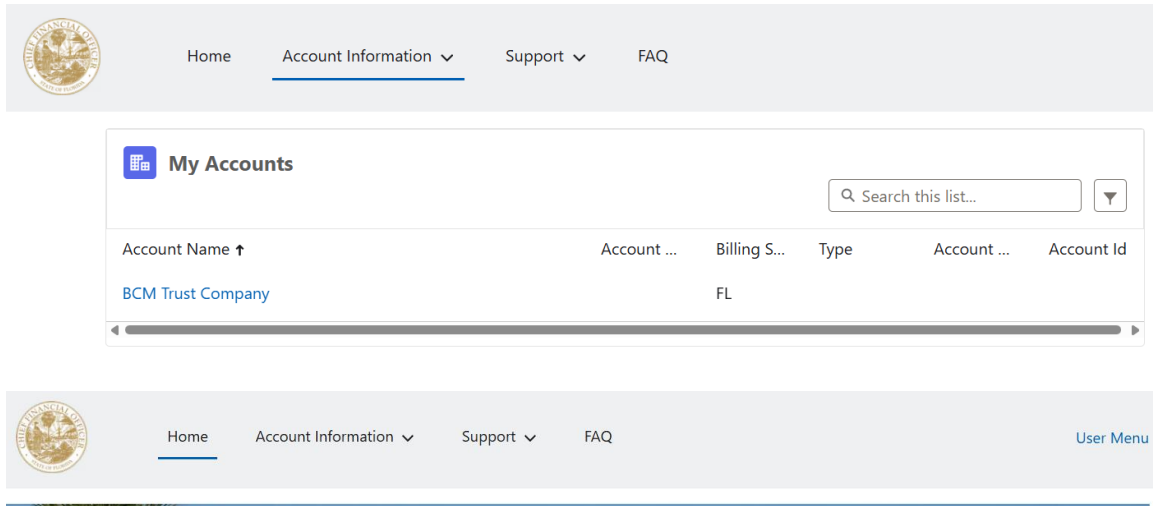
Collateral Management

Step 2

On the right side, there is a link called “User Menu” that will allow you to log into the portal using your previously provided user credentials.

Step 3

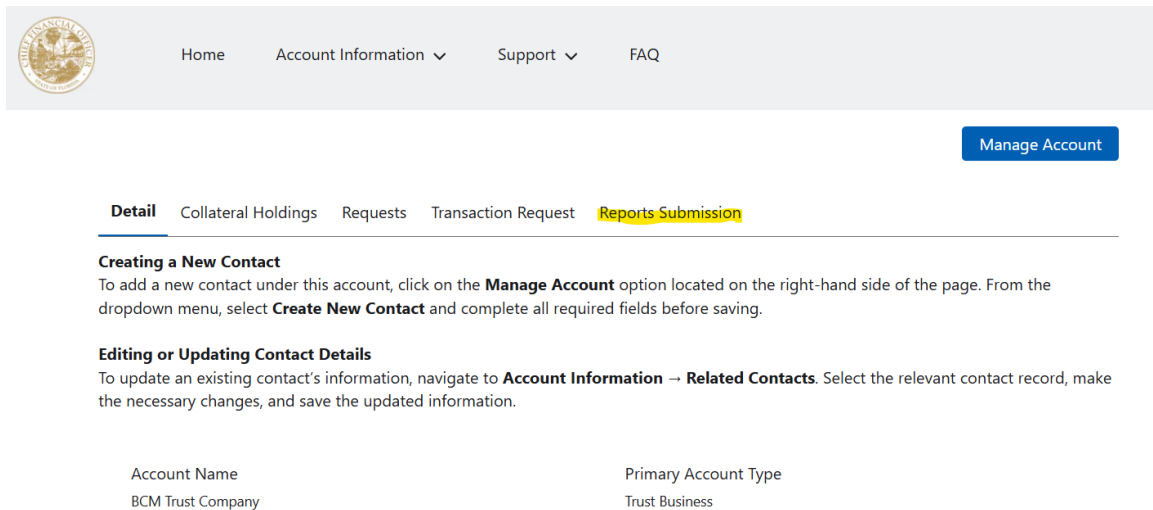
Once you are logged in, click on the dropdown that states “Account Information”. Once you click on the dropdown, chose the option for “My Accounts”. This action will show you the list of accounts you are user credentials are associated with. Select the account for the trust business collateral account you are trying to access.



The screenshot shows the 'My Accounts' page. At the top, there is a navigation bar with the following links: Home, Account Information (selected), Support, and FAQ. Below the navigation bar, the 'My Accounts' section is displayed. It includes a search bar with the text 'Search this list...' and a dropdown arrow. Below the search bar, there is a table with the following columns: Account Name, Account ID, Billing S..., Type, Account ..., and Account Id. The first row of the table is highlighted in blue and contains the text 'BCM Trust Company' under the 'Account Name' column and 'FL' under the 'Billing S...' column. Below the table, there is a horizontal scrollbar.

Step 4

Once you have selected the account, you will see an option “Reports Submission” on the right side of the list at the top. Click on that link (highlighted in yellow below).



The screenshot shows the 'Reports Submission' page. At the top, there is a navigation bar with the following links: Home, Account Information, Support, and FAQ. Below the navigation bar, there is a 'Manage Account' button. The main content area shows a list of tabs: Detail, Collateral Holdings, Requests, Transaction Request, and Reports Submission (highlighted in yellow). Below the tabs, there is a section titled 'Creating a New Contact' and another section titled 'Editing or Updating Contact Details'.

Creating a New Contact
To add a new contact under this account, click on the **Manage Account** option located on the right-hand side of the page. From the dropdown menu, select **Create New Contact** and complete all required fields before saving.

Editing or Updating Contact Details
To update an existing contact's information, navigate to **Account Information** → **Related Contacts**. Select the relevant contact record, make the necessary changes, and save the updated information.

Account Name	Primary Account Type
BCM Trust Company	Trust Business

Step 5

Once you click the “Reports Submission” link, it will take you to an electronic form that allows you to file the required annual trust business report.

There are five parts to the form which should be completed as follows:

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



DEPARTMENT OF FINANCIAL SERVICES
Division of Treasury - Bureau of Collateral Management
**TRUST BUSINESS ANNUAL REPORT TO THE CHIEF
FINANCIAL OFFICER**

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

Instructions: Complete all parts and submit this report to the Chief Financial Officer by email at CollateralManagement@myfloridacfo.com or as directed by the Chief Financial Officer.

Pursuant to section 660.27(2), Florida Statutes, every trust company and every state or national bank or state or federal association providing trust business in the state of Florida shall be required to file an **Annual Trust Business Report** as of **September 30th**. The report shall be due by **November 15th**.

- **Part One:** Reporting Period
- **Part Two:** Trust Business Information
- **Part Three:** Capital Stock Verification and Collateral Requirement
- **Part Four:** Verification
- **Part Five:** Certification

Part One: Select the reporting year. The report information is as of 09/30/xx.

▼ PART ONE- REPORTING PERIOD

*Reporting Year
2025

Part Two: The name of the trust business and its associated Federal Employer Identification Number will be pre-populated. You will need to enter the street address, city, state and zip code of the trust business' primary home office.

▼ PART TWO - TRUST BUSINESS INFORMATION

Full Legal Name
BCM Trust Company

Principal Place of Business - Street Address

Principal Place of Business - City/State/ZipCode

Federal Employer Identification Number
593322211

Part Three: Enter the amount of the trust business's common and preferred stock values not including any surplus. Based on the information submitted, the form will calculate the total capital stock value of the trust business and will provide the amount of required collateral which is based on the capital stock value of the trust business (refer to section 660.27, Florida Statutes for additional information on the calculation).

▼ PART THREE - CAPITAL STOCK VERIFICATION AND COLLATERAL REQUIREMENT

Par Value of Common Stock (Excluding Paid-In Surplus)

\$0.00

Par Value of Preferred Stock (Excluding Paid-In Surplus)

\$0.00

Amount of Capital Stock (*)

\$0.00

Amount of required Collateral (**)

\$25,000.00

* Amount of Capital Stock = Par Value of Common Stock + Par Value of Preferred Stock

** Amount of Required Collateral is **25%** of the Amount of Capital Stock subject to a minimum requirement of **\$25,000** and maximum requirement of **\$500,000**.

Part Four: Click the checkbox to verify you have the authority to file the trust business annual report.

▼ PART FOUR - VERIFICATION

☐ **I DECLARE** that the information contained in this Trust Business Annual Report to the Chief Financial Officer, State of Florida is true and correct and that I am authorized to sign on behalf of the foregoing Trust Business.

Part Five: In this section, input your printed name, title, phone number, and email address. Then select the current date from the calendar icon on the left side of this last text box.

▼ PART FIVE - CERTIFICATION

Printed Name

Title

Phone

*Email Address

you@example.com

Date



Click the “Submit” button.

Step 6

Once you submit the trust business annual report, the system will provide a confirmation page which confirms the report was filed. You are welcome to print or save this confirmation page down to your computer as evidence that the trust business annual report has been filed.

At this point, no addition action required. Once our office receives the filing, we will review the submitted information for completeness and accuracy. If there are no concerns, the process is complete. If we do have questions about the filing, we will reach back out to the person that filed the report via email. This outreach could just involve some clarifying questions or if we determine the filing was inaccurate, we have the ability to reject the filing. Then we will communicate back to the trust business of the need to re-file the report.