



# COLORADO

Department of Public  
Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

## Step by step process to obtain a Certificate of Deposit with a Collateral Assignment

1. Print off three (3) copies of the Collateral Assignment Form (the "form"), which can be found on the Division's webpage: <https://www.colorado.gov/pacific/cdphe/solid-waste-financial-assurance>
2. Take forms and collateral to financial institution
3. The bank will need to internally review the form language; sometimes this is done in-house, however, it may need to be sent to the institution's legal authority for review, which can take a few days or weeks
  - a. If the institution requires supplemental language along with the form, the Division will need to review the institution's supplement before the Certificate of Deposit is opened
4. If the form is granted approval by the institution, proceed with opening a 12 month Certificate of Deposit under the Facility's Name
  - a. The institution will place a hard hold on the funds, which will guarantee that the Facility does not have access to the monies; the Division will be the only entity that has access to the funds
5. Have the bank sign all three (3) copies of the form. They must be signed originals, not copies of the form.
6. Send annual or biannual statements to the Division c/o Tanya Gray, CDPHE-HMWMD, 4300 Cherry Creek Drive South, Denver, CO 80246
7. Send all three (3) signed copies of the form to the Division c/o Tanya Gray
8. The Division will review and sign all three (3) forms. Once approved, the Division will send a signed copy back to the facility and another to the financial institution. The Division will keep a third signed copy in the facility's records

