

**OFFICE OF SUPERINTENDENT OF INSURANCE  
PO BOX 1689  
SANTA FE, NEW MEXICO 87504-1689**

**PROCEDURES FOR DEPOSITING AND WITHDRAWING SECURITIES**

**DEPOSIT OF SECURITIES:** A company must complete Deposit Form 600A (Rev. 7/13) to deposit securities. The original form 600A should be completed in triplicate (three original signatures). Please contact Century Bank for delivery instructions. Century Bank must complete Deposit Forms 600A before accepting delivery of securities.

**WITHDRAWAL OF SECURITIES:** A company must complete Withdrawal Form 600B (Rev. 7/13) to withdraw securities held on deposit. The original Form 600B should be completed in triplicate (three original signatures), together with instructions for transfer or other disposition of the withdrawn securities should be forwarded directly to the depository.

**NOTE: No withdrawal or sale of securities on deposit will be permitted until appropriate replacement securities have been received and accepted.**

**TREASURY SECURITIES:** The Federal "Book Entry" System is the preferred mode of transfer for all treasury securities.

**NON-TREASURY SECURITIES:** The Book Entry System is the preferred mode of transfer for all eligible non-treasury securities.

Before submitting state, local, or other bonds as securities for deposit, **the company must submit to the Office of Superintendent of Insurance information, which sufficiently demonstrates the eligibility of such bonds under the New Mexico Insurance Code.** Please note that the securities must be transferred to the designated depository.

Send original Deposit and Withdrawal Forms to the depository at the following address:

MAILING  
ATTN: ALAN SNOW  
CENTURY BANK  
PO BOX 1507  
SANTA FE, NM 87504-1507

OVERNIGHT/PHYSICAL ADDRESS  
ATTN: ALAN SNOW  
CENTURY BANK  
100 S. FEDERAL PLACE  
SANTA FE, NM 87501

A copy of the forms must be sent directly to the Office of Superintendent of Insurance at the address listed on the top of this page.

Should you have any questions regarding these procedures, please contact any of the following:

- Alan Snow, Century Bank, at 505-995-1210 or via email at [alan.snow@mycenturybank.com](mailto:alan.snow@mycenturybank.com)
- Debbie Guillen, Century Bank, at 505-995-1211 or via email at [debbie.guillen@mycenturybank.com](mailto:debbie.guillen@mycenturybank.com)
- Ursula Almada, Office of Superintendent of Insurance, at 505-827-4438 or via email at [Ursula.Almada@state.nm.us](mailto:Ursula.Almada@state.nm.us)

**SUBMISSION OF SURETY BOND IN LIEU OF SPECIAL DEPOSIT:** In lieu of making a security deposit as described above, a company may submit a surety bond in the penal sum equal to the required deposit and written by a surety company licensed to transact business in the State of New Mexico. **Please note that surety bonds will not be accepted from a surety company affiliated with the insurer.** A company must complete Deposit Form 600 (Rev. 7/13) to deposit surety bonds. The original form 600 should be completed in triplicate (three original signatures) along with the **original surety bond should be sent directly to the Insurance Division at the address listed on the top of this page.** Withdrawal Form 650 (Rev. 7/13) must be completed in order to withdraw a surety bond. All deposit and withdrawal forms, surety bond forms, etc. can be found on the Office of Superintendent of Insurance website at [www.osi.state.nm.us](http://www.osi.state.nm.us).