



## DELIVERY INSTRUCTIONS AND DEADLINES FOR SECURITIES

When notifying your Custody and Pledging Services (“CPS”) representative of trade activity, it is important to write or type information clearly on the Buy/Sell forms. All information must thoroughly be completed on these forms.

In order to insure the proper execution of a security transaction, our CPS Department must be notified no later than the deadlines listed below.

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|-------------------------------|---------------------------|
| 1) <b>Fed Book Entry</b>      | Settlement Day 12:00 noon |
| 2) <b>Depository Trust Co</b> | Prior Day                 |
| 3) <b>Physical Delivery</b>   | Prior Day                 |
| 4) <b>Cedel/Euroclear</b>     | Two Days Prior Notice     |

When securities are delivered into your account at the Bank, instruct your broker to deliver them to the instructions below;

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| 1) <b>Fed Book Entry</b><br>Citibank NYC/Cust<br>ABA # 021-000-089<br>FHLB NY<br>Citibank A/C # _____ SUB A/C # _____   | FHLB Notes/Bonds<br>FNMA's FHLMCs GNMA's<br>US Treasury Notes/Bills<br>US Treasury Bonds<br>US Government Agency Bonds       |
| 2) <b>Depository Trust Co.</b><br>DTC #908<br>Institutional ID 67967 Agent ID 27603<br>FHLB NY<br>Citibank A/C # _____, SUB A/C # _____   | Corporate Notes/Bonds<br>Corporate Stock Issues<br>Corporate Mortgage Backed Issues<br>Government Stock Issues<br>Municipals |
| 3) <b>Physical Deliveries - Attn Keith Whyte</b><br>Citibank NA (908)<br>399 Park Avenue<br>Level C Vault<br>New York, NY 10022<br>FHLB NY<br>Citibank A/C # _____, SUB A/C # _____ |  |
| 4) <b>Cedel/Euroclear</b><br>Cedel #26600<br>Citibank Global A/C # _____, SUB A/C # _____<br>CBNY-FHLB NY   |  |

Note: Any physical securities being delivered into Citibank will be registered into Citibank nominee name Gerlach & Co., unless customer specifies differently. Securities must be accompanied by a corporate resolution and a bond power.