

YOUR BANK LETTERHEAD HERE.

SAFEKEEPING TRANSACTION

ATTN: SAFEKEEPING DEPARTMENT

FAX # (617) 261-3344

ACCOUNT NAME _____

ACCOUNT NUMBER _____

Always six digits in length

AUTHORIZED SIGNATURE _____

PHONE NUMBER _____

TYPED/PRINTED NAME _____

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Please complete all of the following to ensure timely settlements.

Please check one:

PURCHASE

Receive vs. Payment (RVP)

FREE PURCHASE

Receive Free (RF)

TRANSFER

Switch (SW)

SALE

Deliver vs. Payment (DVP)

FREE SALE

Deliver Free (DF)

If Transfer: From Acct: _____

To Acct : _____

TRADE DATE _____

SETTLEMENT DATE _____

PAR/SHARES/
ORIGINAL FACE _____

CUSIP # _____

US Domestic Security ID (9 digits)

ISIN _____

International Security ID (12 digits)

ASSET DESCRIPTION _____

COUPON RATE _____

MATURITY DATE _____

ISSUE DATE _____

TOTAL COST/PROCEED _____

FED SECURITY: Wire Address is required

DTC SECURITY: 4 Digits Broker Code is required

BROKER NAME _____

BROKER CODE # _____

DELIVERY INSTRUCTIONS: _____

SETTLEMENT LOCATION:

FED BOOK ENTRY

Most FNMA, FHLMC, FHLB, etc.

PHYSICAL

In certificate form, not book entry.

GLOBAL

Could be CEDEL or ISIN ID.

DTC

Most Equities, Municipals, and Corporates.

Time deadlines

For reporting trades:

DTC

12:00 P.M. Settlement date preferred

FBE

Same as DTC

PHYSICAL

12:00 P.M. one day prior to settlement.

LONDON

12:00 P.M. 3 days prior to settlement.

(If received after these deadlines, all transactions will be done on a best-efforts basis.)