

**First Citizens Bank & Trust Company
Trust Operations - Raleigh, North Carolina
Securities Processing Instructions**

BANK OF NEW YORK SECURITY PROCESSING INSTRUCTIONS

DTC PARTICIPANT NO: 901

INTERNAL ACCT. NO. 091957/FIRST CITIZENS BANK

INSTITUTIONAL ID NO. 28547

SDFS: Your instructions should state "SDFS". Please ensure that the broker code is the party actually clearing your trade

AGENT BANK ID NUMBER: 80901

GNMA DELIVERY: ABA# 021000018
BK OF NYC/CUST
ACCT. NUMBER: 091957
ACCT. NAME: FIRST CITIZENS BANK

PHYSICAL ISSUES (OTW): THE BANK OF NEW YORK
ONE WALL STREET – 3RD FLOOR
WINDOW A
091957/FIRST CITIZENS BANK

**PHYSICAL CLEARINGHOUSE PARTICIPANT 901
ISSUES (NSCC):** 091957/FIRST CITIZENS BANK
(Used for securities that are not DTC eligible, settle in Clearinghouse funds, and the delivering institution is a member of NSCC.)

EUROCLEAR DELIVERY: Account#----97816 / REF: Internal Acct#091957

CREST/UNITED KINGDOM: Account#----BO01/ REF: Internal Acct#091957

**FEDERAL RESERVE
BOOK-ENTRY DELIVERY:** ABA#053100300
FIRST CITIZENS BANK/TRUST/1050
FEDERAL RESERVE BANK RICHMOND, VIRGINIA

TRADE SETTLEMENT DEADLINES:

Trades Executed to Settle Same Day	11:00 am on Settlement Day
Trades Executed to Settle Next Day	4:00 pm on Trade Day
Trades Executed to Settle T+3	Trade date + 1

(Trades settlement of three days)

Mutual Fund Settlement Deadlines are listed on Page 3.

CUSTOMER DEPOSITS BY MAIL (SECURITIES ONLY):

Via First Class Mail: The Bank of New York
P.O. Box 555
Bowling Green Station
New York, NY 10286
Attn: Free Receive Dept. (OWS-3)

Via Registered Mail: The Bank of New York
One Wall Street, 5th Floor
New York, NY 10286
ATTN: Free Receive Dept.

NOMINEE NAMES: HARE & CO. (13-6062916)
PO Box 1203
NY, NY 10286

MUTUAL FUNDS

PLEASE NOTIFY SHIRLEY WRIGHT REGARDING ALL TRANSFERS IN KIND FOR ALL FULL AND FRACTIONAL SHARES OF MUTUAL FUNDS.

First Citizens Bank & Trust Co.
P.O. Box 29522
Raleigh, NC 27626-0522
Attn: Securities Section-DAC-61
Shirley Wright

Phone Number: (919) 716-7597
E-Mail Address: shirley.wright@firstcitizens.com

THIRD PARTY INVESTMENT MANAGERS OR DIRECTED BROKERS:

To establish or purchase mutual funds in First Citizens Bank trust accounts, please follow the procedures listed below:

Notify TSS Custody Specialist by fax of the mutual funds that are to be added or traded for the account. The TSS Fax telephone number is (919) 716-2001.

You must be specific with the following information:

- dollar amount
- share amount
- trade side (purchase or redemption)
- fund name/number
- cusip number or ticker symbol

If the trade is for an account that we previously established at the fund, and we receive the fax to trade by **2:00 Eastern Time**, the trade will be placed that day. If we receive the information after 2:00 Eastern Time, the trade will be placed the next day.

For new purchases, please include on your fax all related broker/dealer information that is required for us to establish the account at the fund.

Our Custody Specialist in Trust Support Services will contact the fund to establish the relationship and request the required information be sent to us for completion. Some funds may require signatures of the broker/dealer. If the broker dealer information is required by the fund, you will be contacted and we will forward the required documentation to you for your signature. When you have completed the required documentation, please return it to us for processing. We will return all required information to the mutual fund and complete the set up of the account at the fund. When new purchases are completed, the Custody Specialist will notify you.

First Citizens Bank will be the registered owner of the account at the fund and you will be the broker/dealer designated on the account at the fund.

WIRE TRANSFERS

Wire Funds to: First Citizens Bank and Trust Company, Raleigh, NC
ABA 053100300
Account: Trust Department /Account #0861234685
Attn: Trust Operations
For: (FCB Trust Account Name and/or FCB Trust Account #)

CONFIRMATIONS

ID System: First Citizens Bank and Trust Department DTC ID #28547
Bank of New York First Citizens Agent Bank ID #80901
(Clearing Agent For First Citizens Bank)

If you are a Third Party Investment Manager or Broker that affirms your DTC Trades, you must list First Citizens Bank as the Interested Party by using our Institutional ID# 28547 along with your FCB Trust account number. Please contact Alan Welsh @ (919) 716-2029 or email alan.welsh@firstcitizens.com with additional questions regarding this procedure.

COMMUNICATIONS

Representative Contact Information

Purchases and/or Sales

(Trades NOT involving directed brokers or investment managers)

Sue Britt- Securities Settlement Specialist (919) 716-7525 ph
sue.britt@firstcitizens.com (919) 716-2000 fx

Kim Stallings - Securities Settlement Coordinator (919) 716-2023 ph
kim.stallings.@firstcitizens.com (919) 716-2000 fx

(Trades involving directed brokers or investment managers)

April O'Neal - Securities Specialist II (919) 716-2029 ph
april.o'neal@firstcitizens.com (919) 716-2001 fx

Free Receipt or Delivery of Securities and Mutual Funds

Shirley Wright - Securities Control Coordinator (919) 716-7597 ph
shirley.wright@firstcitizens.com (919) 716-2000 fx

For additional inquiries or information regarding settlement contact

Libby Seagroves – Trust Officer & Settlement Supervisor (919) 716-2005 ph
libby.seagroves@firstcitizens.com (919) 716-2001 fx

Mailing Addresses

Overnight Carriers

First Citizens Bank & Trust Company
Trust Support Services - Securities Section - DAC-61
100 E. Tryon Road
Raleigh, NC 27603

US Mail

First Citizens Bank & Trust Company
Trust Support Services - Securities Section - DAC-61
P.O. Box 29522
Raleigh, NC 27626-0522

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