

Good Afternoon!

Training class Reminders

We will be starting at 3:31 est.

There are 60 attendees. Please mute your line.

Save your questions for the end or send them to me in a chat message.

Should this class run long, feel free to drop off as needed.

This will be recorded and available on our website.

Account Master Fields

December, 2016

Charlotte Money Market Reform Release

Account Master

- The default Account Master Screen has 11 tabs of information.
- Fields in yellow are required.
- Your CSA can establish Account Master models that have fields hard-coded, or fields removed. They can also change the order of the fields.
- For today's class we will be using the standard 11 tab Account Master form. We will also be using the MM Reform Release which we plan to install mid to late February.

What Fields will be new?

Account Master Changes – Investments Tab

- Money Market Investor Type
- Social Code Field

Account Master Changes – Totals Tab

- Current Year RMD
- Current Year RMD Taken

Account No.	6 digit alpha/numeric number. Usually starts with 00 unless you are adding a sub-account. You can use any sequence that you choose.
Account Type	The Account Types are driven by a table. This number becomes the first 2 digits of the 11 digit account number. This field could affect FDIC Insurance Coverage, Tax Reporting and Regulatory Reporting. This number is all used to sort certain reports.
Short Name	20 character short name of the account.
Alpha Key	10 character used to search or sort.
Long Name	3 lines of 38 characters each. Used on all customer reports and many internal reports.
Branch	Defaults to 00. Can set up 99 different branch codes. This can be helpful when using account filters, customizing some inquiry reports and AFS reports. This code can also be used for PAL access. In addition you can (optionally) sign up for branch reporting which would allow you to receive some month reports sorted by branch and sub-totaled. You could also (optionally) sign up for branch statements with different paper and/or logo's and can have statements shipped directly to each branch.
Administrator	2 digit alpha/numeric code used to signify the Trust Administrator responsible for this account. This is used to sort reports, helpful with account filters, inquiry, AFS and can also be used for PAL access.
Investment Officer	2 digit alpha/numeric code used to signify the person/company responsible for the investments of this account. This can be used on account filters, inquiry, AFS and can also be used for PAL access.

Charitable Trust Type	Can be used for information purposes (inquiry/AFS) to define what type of charitable trust if applicable. (CRAT, CRUT, NICRUT, NIMCRUT, CLAT, CLUT) (see exhibit A)
Business Dev. Officer	Name and address record of the Business Development Officer, if applicable. Could be used in AFS and fee management reports
Invest Income?	Informational Only. Can income be reinvested? Yes, Limited or No
Principal Invasion?	Informational Only. Can principal be invaded? Yes, Limited or No
Overdrafts	If Income or Principal goes into overdraft are you permitted to transfer from the other “bucket” to cover the overdraft? No special handling, automatic offset, may offset, may not offset. (see exhibit B)
No. of Beneficiaries	This number is used to indicate the amount of FDIC coverage for the collateral report. 99 means coverage is assumed to be unlimited. (see exhibit C for notes on the Collateral Report)

Capacity	This code is used to define the Trust Departments Capacity in regards to this account. (trustee, co-trustee, agent, custodian, etc) This is driven off of the Capacity Code Table, and is just informational.
Date Opened	This is the date the account is opened on Charlotte. This will be used on the accounts opened report. If you leave the fee start date blank, this date will also be used to pro-rate the first fee. (If the date is within the fee period...for example if I open an account with a date of 12/9/16 and the account gets a quarterly MJSD fee, then the date is within that quarter and the fee would be prorated to only charge for 22 days)
Date Last Reviewed	This field is informational only. You can manually enter the date you reviewed your account. This would be for inquiry only.
Critical Date	Enter any future important date...such as RMD dates, date a beneficiary turns a certain age to start taking distributions, etc. This will appear on Pending Account Action Planning Report about 60 days prior to the date. See Exhibit D for information on the Account Action Planning Report.
Critical Purpose	This field defines what the critical date is. This is driven off of the critical purpose table.
RCT Override	By default the account type of the account determines where the account should report on the RC-T; however, you can override where this account should fall by entering the override in this field. You can also override all account of a certain type on the Account Type Table. For a list of defaults please see Exhibit E.

Daily Accrued Income Report	There is an additional cost option to have a daily accrued income report produced for individual accounts. If you have already subscribed to the daily accrued income report and you want this account to get the report, check this box.
Qualified Plan Report	QPR reports are optional for accounts that begin with a 1 or 4 (except 14 & 49), and this box must be checked. QPR's are produced at the Customer Year-End to help complete the 5500 or 5500C report. For a definition of what form 5500 is, please see Exhibit F
Post Short Term Capital Gain Dividends As	Be default Short Term Capital Gain Dividends (tcode 059) post to principal cash. Individual states may differ depending on if they have a state specific principal and income act. Should your state require ST gains be posted to Income, please change this field to I and let your CSA know. The ST gain will still post with an 059 to principal but it will be followed by a transfer from principal to income.
Comments	3 lines of 67 characters each for information purposes only.

Statement Year End	Enter the month that should be used to determine when the last statement for the year should be generated. For example you if you give quarterly statements and you want the client to receive MJSD statements you would enter 12. If for some reason you wanted your client to get FMAN statements you would enter 11.
Default Stmt Frequency	Enter the default statement frequency BUT this does not drive the frequency of statements. This is only used if you forget to set up an account to get statements and also for your in-house file copies. For help understanding what in-house file copies are see Exhibit G.
Last Statement Date	This field is informational only and is automatically updated when a customer statement is produced for an account.
Monthly Summary Stmt	This is an optional in-house file copy report that can be produced monthly. If you want this account to produce the report you can select this option.
Customer PIRs	If you include the CUSTOMER Portfolio Investment Review “PIR” (this is modified from the regular PIR) in your statements or in-house file copy and this account is tied to that package, you must mark this field. If you mark this field but don’t have the account tied to a package that includes this statement, it will still produce on your monthly CD Rom.
Default Cash Election	Should you want this account to receive a statement that only shows a Total Cash column rather than separate income and principal columns, you can choose to combine the cash on the customer R&D, the summary statement of transactions or on both. The account must also be tied to a report package that includes a version of designated reports with the total cash option to print based on each account’s cash election.

Fee Month	Enter the month that should be used to determine when the last fee for the year should be generated. For example you if you charge quarterly fees and you want the fees to charge MJSD you would enter 12. If for some reason you wanted your fees to charge FMAN you would enter 11. Annual Counters are reset on this month as well.
Fee Frequency	Enter the frequency you would like the fees calculated. (Monthly, Quarterly, Semi-Annual or Annual)
How Fee Charged	How would you like your fees charged? Deducted, fee statement-reimburse accounts, court approval needed, deduct-send fee statement, fee statement-non reimbursable, other. If you choose to send a fee statement you must also code the fee statement fields on the account master and choose where these should be generated. (in-house file copies or part of the statement). You can also add additional how charged codes in the in the how charged code table. If you use the option to interface fees with ACMS, the system looks at the deduct codes only. This field defaults to not specified, so you will want to change this. See Exhibit H for information on the pending fee/ACMS interface.
Fee Schedule	Enter the Fee Schedule that you would like this account to use.
Default Fee Allocation Income %	By default an accounts fees will charge 100% to income, If you would like the change the percent charged to income, enter the percent. (the total of income and principal percent must equal 100)
Default Fee Allocation Principal %	By default an accounts fees will charge 100% to income, If you would like the change the percent charged to principal, enter the percent. (the total of income and principal percent must equal 100)

Account Level Fee Code	If you entered any overrides, this field should be used to indicate how the overrides are to be applied. The default is to apply the override to the entire fee. Optionally you could apply the overrides to just the asset holding fee, transaction fee or the administrative fee.
Fee Statement Heading	If you produce fee statements the default statement heading is “TRUST DEPARTMENT COMMISSIONS AND OTHER CHARGES.” You may enter an alternative 50 character statement heading.
Fee Statement Remitter	If a fee statement is to be produced, enter the name & address record number of who is charging the fee. (This is usually your organization)
Fee Statement Recipient	If a fee statement is to be produced, enter the name & address record number of the entity who is to receive the fee statement.
Fee Statement Version	If a fee statement is to be produced, enter the fee statement version to be used. Standard, Computation of Commissions or Simplified. There are samples of the 3 versions in Books on Line.
Fee Statement Message	If a fee statement is to be produced, you can optionally enter 5 lines of message to appear at the bottom of the fee statement. You establish up to 99 messages in your fee statement message table and then enter the code for the applicable message.
Fee Statement Date Option Code	If a fee statement is to be produced, you have the option of using the default “period ended” as part of the date or if you bill in advance, you can choose to display the date only.
Fee Statement Show Consolidation	If a fee statement is to be produces for a consolidated relationship, you may elect to show values used in the fee calculation from each account included in the consolidation. The default is to no show the detail, if you want to see the values, elect to show the detail (The values that could be shown – market value, number of transactions, units held, securities held)

Co-Trustee	If the account has a co-trustee you may enter the name & address record of the co-trustee.
Co-Trustee Net Fee Indicator	If you are paying the co-trustee a percent of the calculated fee or a flat dollar amount, you must enter whether the fee is to be subtracted from the calculated fee or if it is in addition to the regular fee.
Co-Trustee Fee Amount	If the co-trustee fee is a flat dollar amount, enter it here. A separate pending fee will be created using the tran code you enter in the co-trustee tran code field. If you elect to subtract this fee from the normal fee calculation, the regular pending fee will be reduced by this amount.
Co-Trustee Percent of Fee	If a percentage of the calculated fee is to be paid to the co-trustee enter the percentage. The calculated account fee will be multiplied by this percentage to calculate the co-trustee fee. A separate pending fee will be created using the tran code you enter in the co-trustee tran code field. If you elect to subtract this fee from the normal fee calculation, the regular fee will be reduced by this amount.
Co-Trustee Fee Transaction Code	If you are paying a co-trustee fee, enter the fee code from your pending fee posting description table that should be used for your co-trustee fees.
Fee Suspense Account # Override – Income	If you would like to override the suspense account entered on the fee posting description table enter the suspense account # for your income fees.
Fee Suspense Account # Override – Principal	If you would like to override the suspense account entered on the fee posting description table enter the suspense account # for your principal fees.

Fee Posting Desc Income	If you would like to override the description entered on the fee posting description table, enter the description for your income fees. (you can right click to choose specific fields of information to include in your description)
Fee Posting Desc Principal	If you would like to override the description entered on the fee posting description table, enter the description for your principal fees. (you can right click to choose specific fields of information to include in your description)
Last Fee Computation Date	Information only. This is auto populated with the last date a fee was computed.
Previous Fee Computation Date	Information only. This displays the date of the fee computation previous to the most recent computation date.
Fees Calculated YTD	Information only. This displays the fees calculated on this account, calendar YTD.
Fees Calculated Prior Year	Information only. This displays the fees ytd at the end of the year.
Last Fee Computation Amount	Information Only. This displays the amount of the most recent fee computed for this account.
Previous Fee Computation Amount	Information Only. This displays the amount of the fee computation previous to the most recent computation amount.
Last Fee Payment Date	Information Only. This displays the date that the last fee was posted to the account through the release or collected function.

CUSIPs	Should you want to exclude specific cusips from being included in your fee calculation, enter you individual cusips.
Copy Excluded CUSIPs	Should you want to exclude specific cusips from being included in your fee calculation, and you would like to copy the list of cusips from another account enter the account number to copy from and to.
Refresh Grid Data	After copying, use the refresh function to list the excluded cusips.

Investment Discretion	Enter the Investment Discretion Code from your Investment Discretion Code Table. When tax lots are purchased or free received into an account the Discretion Code from the account master will attach to the tax lot. This means if you change this field on an account, and the change should be applied to the current holdings in the account, YOU MUST NOTIFY YOUR CSA. They will have to change the discretion at the tax lot level.
Investment Objective	Information Only. Enter the Investment Objective from your Investment Objective Code Table.
Trade Restriction Default	Should you want to enter a trade restriction on account for things such as pledged against a loan, you may enter a trade restriction code from the Security Restriction Code Table. When securities are purchased or free received into an account they will be marked with this restriction code. This does NOT mark securities already held in the account. If a restriction should be applied to the current holding in the account, YOU MUST NOTIFY YOUR CSA. They can update these securities for you. To get a better understanding of Trade Restriction, see Exhibit I.
Review Cycle Month	Enter the month that should be used to determine when the last review for the year should be generated. For example you if you review accounts semi-annually and you want the reviews to generate MJSD you would enter 12.
Review Frequency	Enter the frequency that Reviews should be produced. (Monthly, Quarterly, Semi-Annual or Annual) Please see Exhibit J to learn more about the Review Package.
Voting Authority	This field is used to designate your proxy voting authority. Does the Trust Department have sole, shared or no voting authority. This is used in the preparation of SEC 13 F report. If you believe your Trust Department is getting close to having 100,000,000.00 in DISCRETIONARY assets, please see exhibit K.

Proxy Owner	Enter the name and address record number of the party voting the proxies for securities held in this account. TMN offers Proxy Voting through Broadridge or Proxy Trust. Please reach out to your CSA for more information.
OBO/NOBO Indicator	In regards to Shareholder disclosure is your client an objecting beneficial owner (OBO) or a Non-objecting beneficial owner (NOBO). See Exhibit L for more information.
General Investment Powers	Information Only. How does the agreement address your investment powers? Options are Statutory Trustee, Full Powers as listed in document, No Powers/follow the prudent man rule, or limited.
General Retention Powers	Information only. With regards to retaining assets at inception, is there specific language or laws addressing this. General, None or Specific.
Social Code (NEW FIELD)	Social Codes are defined by the NSCC (National Securities Clearing Corporation). Because of money market reform and the limitations of who is permitted to invest in retail or institutional funds, you should (after the MM reform release is installed) update your accounts to the appropriate social code. Fund companies may request this information.
Money Market Investor Type (NEW FIELD)	You are required to mark an account as a retail investor or institutional investor. (after the MM reform release is installed) Your accounts will default based on the Account Type Table.
Invest in	These field are optional and for information only. Are you permitted to invest in: own institution stock, own institution time deposits, common trust funds, non-income producing property, business interests, real estate.
Retain	These field are optional and for information only. Are you permitted to retain: own institution stock, own institution time deposits, common trust funds, non-income producing property, business interests, real estate.

PRS Model #	If this account is tied to a PRS model. The model # will be listed. If it is not tied to a model then you have the option of using the Mix and Objective codes below.
Mix 1 –Mix 5 Percent	Informational Only. You can establish Investment Mix Objectives on the Investment Mix Objectives and then enter percentages of each of those objectives. Example might be something like 20% cash, 40% equities, 50% Bonds.
Objective 1 – Objective 5	Informational Only. You can establish Investment Mix Objectives on the Investment Mix Objectives and then enter percentages of each of those objectives. Example might be something like 20% cash, 40% equities, 50% Bonds.

Tax Lot Retention	This field determines if separate tax lots will be maintained. You can maintain lots for bonds, equities, common trust funds & mutual funds, or maintain single lots for all securities (this option will still create a reinvestment lot for reinvested dividends), or you can maintain separate lots for bonds, equities & common trust funds
Tax Lot Sales Method	When selling securities, in what order do you want to dispose of the lots? FIFO (first in, first out..keep in mind this is by lot # NOT by date), HIFO (highest cost, first out), LIFO (last in, first out...keep in mind this is by lot #, not by date), Max Loss, Minimize Gain (see Exhibit M for details on this option) or W (lowest cost, first out)
Tax Year End	Tax year end for the account.
Federal Tax ID Number	Federal Tax ID without any dashes. (not SS #) This will be printed on tax ledger and will be transmitted to a tax service provider if you've checked the Tax Service Return Prep field.
State Tax ID Number	State Tax ID if applicable.
Account Situs State	Enter the postal code under which laws this account is administered. This is important when determining the taxability of certain tax exempt income items...such as muni bonds.
IRS Information Return Reporting	This will default based on the account type. Do NOT override the default unless you fully understand the consequences. I would suggest you reach out to your CSA for advice.
Mkt Discount Bond Election	This particular field is for information purposes only. If you are a WSC client the fields below will determine how the recognition of market discount will be handled.
Create Tax Ledger	This field is referring to the FIS tax ledger only. These are not factored and are not an extra cost item. This will be part of your month-end reports both in PAL & on your CD Rom.

Tax Service Return Prep?	If you subscribe to OneSource you will check this box for accounts that should be sent to OneSource.
Tax Service Account Type/IRA Accounts	If this is an IRA, you must enter the type of IRA. If you create 1099R through WSC and this is an IRA, in order for the IRA/SEP box to be marked on the 1099R this must be codes as either a Traditional IRA, SEP IRA or Simple IRA.
Tax Service Account Type/Non IRA Accounts	If this account is not an IRA and you use OneSource, you will want to enter type of account it is from the list.
Create WSC Statement Type	If you use WSC and you want a WSC tax ledger mark this box. Keep in mind these tax ledgers are an extra cost items, and not all accounts will need a tax ledger. If you use the consolidated tax forms, and you ELECT to include fee information you might be able to eliminate getting tax ledgers on your 1099 pass-thru accounts.
WSC Statement Type	This field will override the institution level option that you've selected for your payee statement types. (institution level, simple, intermediate or consolidated) There are samples of the different types of statement types on the FIS client portal.
Inherited IRA Code	If this is an inherited IRA code with 1 for inherited IRA Spouse or 2 Inherited IRA Other. If you elect to have FIS calculate your RMD amounts this code will be used to determine the RMD amount. See Exhibit N for details on this calculation.
Inherited IRA RMD Factor	If the original owner did not die during this tax year, the factor will be used when calculating the RMD. The factor will be automatically reduced by 1 each year when December month-end closes. The factor you enter should be for the current year, not the upcoming year. When the RMD is calculated for the upcoming year, the factor will be reduced by 1 when calculating the RMD that will appear on the current year's 5498. See example of Life Expectancy Factors on Exhibit O

Inherited IRA Original Owner N&A	If this is an inherited IRA, enter the N&A # of the original owner. Make sure the DOB & DOD are entered on the N&A record as this will be used for calculating RMD.
	The following elections maybe irrevocable per the IRS. Before making any changes please consult with a tax advisor. Your CSA cannot provide guidance on how to code these fields.
Amort Bond Premium Taxable Debt – Curr Yr	Do you want to amortize bond premium on your taxable bonds this year? See Exhibit P for FAQ question regarding amortization.
Amort Bond Premium Taxable Debt – Next Yr	Do you want to amortize bond premium on your taxable bonds next year?
All Interest as OID – Curr Yr	If yes, on taxable debts, do you want the acquisition premium to be accrued on a constant yield?
All Interest as OID – Next Yr	If yes, on taxable debts, do you want the acquisition premium to be accrued on a constant yield?
Amortization/Accretion Cash Transfer	By default, when amortization or accretion is posted Income cash and principal cash as well as cost are adjusted. You can elect to only have cost adjusted.
Auto Post Fix Inc. Cost Basis Adj.	Based on account types, there are defaults on what accounts participate in the WSC daily cost basis interface. Should you want to override the default you may enter your yes or no option. Defaults are accounts 01-19, 40-49 and 80-99 are no. Accounts 20-39 and 50-79 are yes.
Income Conv to US Dollars – Curr Yr	On Mkt Discount Bond the default is period average. Can elect spot rate on the date of payment, credit or receipt.
Income Conv to US Dollars – Next Yr	On Mkt Discount Bond the default is period average. Can elect spot rate on the date of payment, credit or receipt.

ACMS Election	Your options are Not Used, Bank Level or Account Level. Each client has an option to set up “bank level” defaults. If you do not know what your bank level defaults are, reach out to your CSA. Should you decide this account should not use your bank level defaults, and you choose account level some of the fields below would become required.
Fund 1 Monitored Asset No.	If you choose account level this field is required. Which ACMS fund should be used for this account?
Fund 1 Cash Type	Does fund 1 monitored asset no represent income cash, principal cash or combined cash?
Fund 1 Cash Level Target	Do you want to maintain any cash in the account that should not be invested in an ACMS fund? If so, how much? 0.00 through 9999.00
Fund 1 Cash Level Target Variance	If the cash level falls below your target, how far below the target can it fall before a sale occurs?
Fund 1 Minimum Purchase	What is the minimum amount for which ACMS will create a purchase transaction?
Fund 2 Monitored Asset No.	Optional. Which additional ACMS fund should be used for this account?
Fund 2 Cash Type	Does fund 2 monitored asset no represent income cash or principal cash?
Fund 2 Cash Level Target	Do you want to maintain any cash in the account that should not be invested in this ACMS fund? If so, how much? 0.00 through 9999.00
Fund 2 Cash Level Target Variance	If the cash level falls below your target, how far below the target can it fall before a sale occurs?
Fund 2 Minimum Purchase	What is the minimum amount for which ACMS will create a purchase transaction?

Overflow “From” Fund	If you want to limit the amount invested in a particular fund you may specify either fund 1 or fund 2 as the overflow fund. When the amount invested in this fund reaches the limit additional funds would be invested in the overflow “to” fund.
Overflow “To” Fund	If the overflow “from” fund reaches it’s maximum balance, this is the fund that additional funds will sweep into. **cash will be redeemed from the overflow fund first.
From Fund Maximum Balance (in 1,000’s)	This is the maximum balance allowed in an overflow fund or negative balance fund.
Negative Balance “Borrowing” Fund	If you want to establish a line of credit for an account, you can designate either fund 1 or fund2 as a negative balance fund. When the specified fund is reduced to zero, an additional cash that would be required would be “borrowed” from the lending fund.
(Companion) “Lending” Fund Monitored Asset No	If you have a negative balance fund, this is the fund # of the monitored asset table number that represents the line of credit.
“Lending” Fund Max Negative Balance (in 1,000’s)	This is the maximum balance allowed in a lending fund.

Prior Year End Market Value	Total Market value of the account as of the end of the account's last tax year. This figure will be equal to the market value on the Portfolio Investment Review.
Short Term Gain/Loss YTD	The amount of ST capital gain or loss realized in the account since its last tax year-end. Tcodes 059, 065, 723, 044 & 094 could adjust the total.
Long Term Gain/Loss YTD	The amount of LT capital gain or loss realized in the account since its last tax year-end. Tcodes 060,066, 724, 044 & 094 could adjust the total.
Prior Year Short Term Gain/Loss	At the close of the tax year, this field is updated with the accumulated ytd st gain/loss and ytd st gain/loss is reset to zero.
Prior Year Long Term Gain/Loss	At the close of the tax year, this field is updated with the accumulated ytd lt gain/loss and ytd lt gain/loss is reset to zero.
Fees Paid YTD	Amount of fees posted or collected on a calendar ytd basis.
Prior Year Fees Paid	Amount of fees posted or collected from the prior calendar year. This is updated when December month-end is closed.
Contributions to Date	This field is informational and must be manually updated.
Current Year RMD	ONCE THE MM RELEASE is installed, and if you have FIS calculate your RMD this will be calculated and inserted during the end of year processing. For 2017 RMD this will need to be manually edited after the release is installed if you want this information stored.
Current Year RMD Taken	ONCE THE MM RELEASE is installed, the amount will be captured each time a transaction on the RMD table is processed for an account. You will be working with your CSA to determine which of your tcodes you use for RMD distributions.

Exhibit A – Definition of Charitable Trusts

- CRAT – Charitable Remainder Annuity Trust
- CRUT - Charitable Remainder Unitrust
- NICRUT – Net-Income Charitable Remainder Unitrust
- NIMCRUT – Net Income with Makeup Charitable Remainder Unitrust
- CLAT – Charitable Lead Annuity Trust
- CLUT – Charitable Lead Unitrust

Exhibit B – Overdrafts (understanding automatic offset)

- Automatic offset will only work if your accounts are set up for combined ACMS.
- If you have a principal cusip and an income cusip, you would need to manually transfer (if permitted) to cover an overdraft.
- Ask your CSA for the Excel sample that shows the difference between combined ACMS and Separate ACMS.

Exhibit C – Collateral Report

- This report is an overnight report. You can print the report daily or you can request that your CSA set this up to be emailed to you. We can also receive this in an ASCII file.
- The report will pull in “own bank” assets over FDIC limits, based on the number of beneficiaries and the account type table FDIC Insurance Coverage.
 - There is an option to include all accounts with “own bank” securities regardless of the FDIC coverage.

Exhibit D – Pending Account Action Planning Report

- Month-end report available in PAL
- 6 separate reports – committee reviews, fees due, customer statements, tax year-ends, critical dates and new accounts.
- The critical date section reports account which have a critical date coded in the account master which occurs during the next three months or has occurred sometime in the past, but not greater than 3 years.

AS OF NOV 30, 2010

PENDING ACCOUNT ACTION PLANNING REPORT
CHARLOTTE CD100

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5. ACCOUNTS WITH "CRITICAL DATE" ENTERED IN ACCOUNT RECORD AND OCCURRING IN NEXT 3 MONTHS, IF ANY

ACCOUNT NUMBER	ACCOUNT NAME	CRITICAL DATE	CRIT CODE	CRITICAL PURPOSE
50 00 5208 3 03	PAUL MAC	07/01/2009 (OLD)	21	RETIREMENT AGE
50 00 5209 0 03	TIM MAC AGENCY	08/31/2008 (OLD)	07	MINOR BECOMES OF AGE TO RECEIVE DISTR.
50 00 5210 0 03	KATY MAC	09/30/2008 (OLD)	07	MINOR BECOMES OF AGE TO RECEIVE DISTR.
50 00 5215 2 03	DAVE MACIVOR AGT	08/25/2008 (OLD)	08	ATTAIN AGE 45

Exhibit E – Default RC-T Account Classifications

- 01-03 – RCT 03 Common Trust Funds
- 10-11 – RCT 5A EB Defined Contribution
- 12 - RCT 5B EB Defined Benefit
- 13-14 – RCT 5C Other Retirement Accounts
- 15-19 – RCT 5A EB Defined Contribution
- 20-39 – RCT 04 Personal Trust and Agency Accounts
- 40-48 – RCT 5A EB Defined Contribution
- 49 - RCT 5C Other Retirement Accounts
- 50-59 – RCT 07 Investment and Agency Accounts
- 60-69 – RCT 11 Custody and Safekeeping Accounts
- 70-79 – RCT 06 Corporate Trust and Agency Accounts
- 80-99 – RCT XX – Exclude from the RCT

Exhibit F – What is a form 5500?

The Form 5500 Series is an important compliance, research, and disclosure tool for the Department of Labor, a disclosure document for plan participants and beneficiaries, and a source of information and data for use by other Federal agencies, Congress, and the private sector in assessing employee benefit, tax, and economic trends and policies. The Form 5500 Series is part of ERISA's overall reporting and disclosure framework, which is intended to assure that employee benefit plans are operated and managed in accordance with certain prescribed standards and that participants and beneficiaries, as well as regulators, are provided or have access to sufficient information to protect the rights and benefits of participants and beneficiaries under employee benefit plans.

Exhibit G – In-house File Copies

- In-house File copies are customer reports that you would like to generate at month-end but don't want included in a clients statement package. (Remember these are generated based on the default statement frequency) You can elect to have these printed or just go to PAL & your CD. You can have the following reports generated in your in-house file copies. (contact your CSA to have the printing turned off)

Cover Page

PIR

Farm Reports

PMS

QPR

Receipts & Disbursements

Review of Assets

Statement of Capital Gains & Losses

Statement of Transactions

Summary of Assets

Summary of Dividends and Interest

Summary Stmt of Transactions

Exhibit H – Pending Fee/ACMS Interface

You may request that the pending fee/acms interface switch be turned on.

When you turn this switch on, you will tell your CSA what your fee release date is going to be. Typically this is around the 20th of the month.

When your pending fees are generated, the fee record will create with the date you provided to your CSA as the fee release day. When intra-day sweep is run, as long as you release your fees prior to ACMS cut-off time, ACMS will sell the same day and you will avoid having overdrafts.

Now that TMN utilizes intra-day sweep it isn't necessary to specifically designate a date, as long as your fees are released prior to cut-off time, sweep will cover your fees.

Exhibit I – Security Restrictions

- You may add a restriction to a specific security in one account, all unrestricted securities currently held in a specific account or all unrestricted holding of a specific security currently held in all accounts.
- When a sale is entered in open orders or in pending trades we will receive a warning that the security is restricted; however, it is JUST a warning. You can review your restricted holdings table to see if something was sold while it was on the restricted holdings table.
- You can see restrictions on inquiry reports and you also receive a monthly report of all restricted holdings.

Exhibit J – Review Packages

You may establish a Review Package that could be used for Trust Committee. Any of the following reports can be included in your review package:

Customer Reports	Department Reports
Account Synoptic	Accounts Opened
Customer PIR	Annual Report of Trust Assets
Performance Measurement	Comparative Summary
Portfolio Investment Review	Accounts Closed
Review of Assets	Fees Taken Report
Summary of Assets	Monthly Purchases Report
	Monthly Sales Report
	Trust Department Balance Sheet

Exhibit K – 13F Reporting

- The SEC requires any investment Manager (including Trust Departments) to report quarterly the total shares, cusip, name and security type of 13(f) Securities. 13(f) securities generally include equities, ETF's, options, partnerships and convertible debt securities and this only needs to be filed if market value is greater than \$100 million in discretionary assets.

Exhibit L – OBO or NOBO

NOBO

The PROXY OWNER of an account who's securities are held in a nominee name and who, by definition under SEC Rule 14b, consents to his name, address, and number of shares owned in a registrant's securities being sent to the registrant (pursuant to the registrant's request for a list of beneficial owners under SEC Rule 14a.)

OBO

The PROXY OWNER of an account who, by definition under SEC Rule 14b, does NOT consent to their name being sent to a registrant.

Exhibit M – Max Loss, Minimum Gain

M – Max Loss, minimum gain (Tax lots are sold in an order resulting in best tax effect). Lots are disposed of in this order:

- a. Short Term Losses = The system gathers lots with a First Date less than 1 year prior to the transaction Trade Date and cost basis greater than the calculated proceeds then sells off these lots in descending order by loss amount, where the lot with the highest per share loss is disposed of first.
- b. Long Term Losses = The system gathers lots with a First Date equal to or greater than 1 year prior to the transaction Trade Date and cost basis greater than the calculated proceeds then sells off these lots in descending order by loss amount, where the lot with the highest per share loss is disposed of first.
- c. No Gain or Loss = The system gathers lots regardless of First Date whose cost basis is equal to the calculated proceeds and sells these lots off in tax lot number order beginning with the lowest lot number.
- d. Long Term Gains = The system gathers lots with a First Date equal to or greater than 1 year prior to the transaction Trade Date and cost basis less than the calculated proceeds then sells off these lots in ascending order by gain amount, where the lot with the lowest per share gain is disposed of first.
- e. Short Term Gains = The system gathers lots with a First Date less than 1 year prior to the transaction Trade Date and cost basis less than the calculated proceeds then sells off these lots in ascending order by gain amount, where the lot with the lowest per share gain is disposed of first.

Exhibit N – Inherited IRA RMD calculation

If inherited IRA code = Spouse

The date of birth (DOB) from the original owners Name & Address record is used to determine whether to calculate RMD.

The date of death (DOD) from the original owners Name & Address record is used to determine whether the owner died during this tax year. If Yes, then RMD is calculated based on the original owner's DOB, if No, then the DOB from the 5498 Cross-Reference N&A record (spouse) is used to calculate the RMD.

If inherited IRA code = Other

The DOD from the original owners Name & Address record is used to determine whether the owner died during this tax year. If Yes, then RMD is calculated based on the owner's DOB. If No, the calculation is based on the factor used in the Inherited IRA Factor Field

If this is not the first year after the owner's death a 1 is subtracted from the Inherited IRA Factor and that factor is used to calculate the RMD. The new factor is saved in the Inherited IRA Factor Field.

Exhibit O – Sample Life Expectancy Factor

Table I			
(Single Life Expectancy)			
(For Use by Beneficiaries)			
Age	Life Expectancy	Age	Life Expectancy
56	28.7	84	8.1
57	27.9	85	7.6
58	27.0	86	7.1
59	26.1	87	6.7
60	25.2	88	6.3
61	24.4	89	5.9
62	23.5	90	5.5
63	22.7	91	5.2
64	21.8	92	4.9
65	21.0	93	4.6
66	20.2	94	4.3
67	19.4	95	4.1
68	18.6	96	3.8
69	17.8	97	3.6
70	17.0	98	3.4
71	16.3	99	3.1
72	15.5	100	2.9
73	14.8	101	2.7
74	14.1	102	2.5
75	13.4	103	2.3
76	12.7	104	2.1
77	12.1	105	1.9
78	11.4	106	1.7
79	10.8	107	1.5
80	10.2	108	1.4
81	9.7	109	1.2
82	9.1	110	1.1
83	8.6	111 and over	1.0

Exhibit P – What is amortization of bond premium and how does it affect your basis in a debt instrument?

- **For a taxable debt instrument, you may elect to amortize bond premium** over the term of the debt instrument (a section 171 election). The amortization of bond premium generally means that each year, over the term of the debt instrument, a portion of the premium is applied to reduce the amount of the stated interest includible in your income. If you elect to amortize bond premium, you must reduce your basis in the debt instrument by the amortization for the year. If you don't make the election to amortize bond premium, you must not reduce your basis in the debt instrument, and you generally will realize a capital loss upon the disposition or maturity of the debt instrument.
- **For a tax-exempt debt instrument, you cannot elect to amortize bond premium.** Instead, under I.R.C. §171, **you must amortize the bond premium over the term of the debt instrument.** The amortization of bond premium on a tax-exempt debt instrument generally means that each year, over the term of the debt instrument, a portion of the premium is applied to reduce the amount of tax-exempt interest reportable in that year (for example, on Form 1040, line 8b). You also must reduce your basis in the debt instrument by the amortization for the year.
- In general, bond premium is amortized over the term of a debt instrument based on a constant yield. For more information about the amortization of bond premium, see Pub. 550 and Pub. 1212.

Exhibit Q, OID & MKD posting codes

OID posting options

751 – adjusts the cost basis only, this tran code benefits the remainder beneficiaries.

752 – increases income cash and decreases principal cash in, addition to adjusting cost. This tran code benefits the income beneficiaries.

MDB posting options

030 – increases income cash, decreases principal cash, increases cost.

756 – adjusts the cost basis only, this tran code benefits the remainder beneficiaries.

757 – increases income cash and decreases principal cash, in addition to adjusting cost. This tran code benefits the income beneficiaries.