

USER'S MANUAL

Revised April 2011



Welcome to SLGSafe

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Introduction

How to Use This Manual	This manual describes how to use the SLGSafe system. It details how to gain access to the on-line ordering of US Treasury Securities - State and Local Government Series (SLGS) and how to use SLGSafe to effectively subscribe for, view, and alter these securities. Detailed steps for each task are outlined in table format to make them easier to find and clearer to read and follow.
Who Should Use This Manual	Any entity wishing to subscribe to SLGS, view the current status of a previous subscription, manage accounts, or alter information in an existing subscription, via the Internet, will find this manual a ready resource.
When is SLGSafe Available	SLGSafe is available from 8:00 am to 10:00 pm ET, Monday through Friday, except Federal Holidays. From 8:00 am to 10:00 am, some options are not available. At 10:00 am, when the SLGS Daily Rate Table is posted, you will then be able to initiate a Time or Demand subscription and request a redemption.
Web Browser Information	Users of this manual should have Internet access and a web browser that will allow them to access the World Wide Web (WWW). SLGSafe has been optimized for use with 128 bit data encryption. Users will want to obtain and install a copy of a current web browser prior to accessing SLGSafe.
Where to Go for Help	Any question or concern not covered within this text can be addressed to Special Investments Branch at 304-480-5299 or e-mail opda-sib@fiscal.treasury.gov.

Introduction

Explanation of Program Button Functions

This SLGSafe manual has been written to attain a high level of continuity throughout the program. You should find the workings of each screen to be consistent with all others. Because we have used buttons as a method for you, the user, to invoke action with the SLGSafe system, we thought it would be helpful to give a brief explanation of what you can expect each type of button to do when you click on it.

Button Name	Expected Action
HELP	Pressing this tab on any screen will bring up a separate window containing context sensitive help.
CLEAR	Pressing this button will clear the contents of all textboxes on the current screen. These textboxes are used for you to add or make changes to a subscription or case. If you choose to start all over, just click the CLEAR button and all information you have put in the textboxes will be wiped out.
CREATE PDF	Pressing this button will allow you to create a PDF of a file created within SLGSafe. From the Adobe Acrobat reader window, you can print the report by hitting the printer icon or you can save it to your PC. By saving the file to your PC, you will be able to email this file to anyone you choose.
REVIEW	Pressing this tab on an Add or Change screen will bring up another screen that con- cisely shows you the information changes you have made.
SUBMIT TO TREASURY	Pressing this button will send your additions and changes to the SLGSafe database for processing by the Special Investments Branch (SIB). You will receive a Confirmation page after you hit this button.
SLGSAFE E-MAIL	Pressing this button will allow you to send e-mail to SLGSafe. It will bring up your e-mail program with the "TO" field already completed with Special Investment's e-mail address, opda-sib@fiscal.treasury.gov.
SLGS DAILY RATE TABLE	Pressing this button will take you to a current listing of subscription rates.
SLGSAFE Home	Pressing this tab will take you back to the Main Menu for SLGSafe.

SLGSafe User's Guide

Entering a Time Subscription into SLGSafe

Welcome to SLGSafe[®] the online application to help you manage your SLGS portfolio. In this training session, we will examine entering a subscription or buy into SLGSafe. We will discuss what information to include and how to navigate through the screens.

A subscription for a Time Deposit can be made with the SLGSafe system. The minimal amount of information required on the Time Deposit subscription conveys the subscriber's intent to purchase securities. In order to initially subscribe, you must include the following information:

- Subscription Issue Amount
- Issue Date
- Taxpayer Identification Number (TIN)
- Underlying Bond Issue information
- Owner Name
- Trustee ABA number and zip code (include this information if you are not the Trustee bank and the Trustee bank will complete the subscription.)

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

Please note: The hours of operation for SLGSafe are 8:00 am to 10:00 pm ET, Monday through Friday, except Federal holidays. However, you may only add new subscriptions after 10:00 am when the SLGS Daily Rate Table is available.

In order to gain access to SLGSafe, you must first have completed the SLGSafe application forms (available on our website, www.slgs.gov) and received your SLGSafe Logon ID from the Bureau of the Fiscal Service's IT Service Desk. At the login screen, enter your Logon ID and password.



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Telephone	304-222-8888	
Fax	304-222-9999	
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Zip Code	26101 -	
Contact Name	Betty Jones	
Telephone	304-222-2323	
Fax	304-222-2424	
E-mail	bjones@bigbank.com	
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State WV		of the bank managing the payments for this issue
Zip Code 26101 -		is the same as the Trustee information you just
Contact Name Betty Jones		entered, you can hit this button and the system
Telephone 304-222-2323		will automatically fill in that information. If it is not,
Fax 304-222-2424		you can enter the information manually.
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Here is where you enter the specific security information. Notice the buttons below the table. You can remove a security from the list, add more to the list, look at the rate table applied, clear the list, cancel the list, and validate the information. Validate will test the information you have entered against the regulations to make sure the information is correct according to the regulations. For instance, if you enter an interest rate higher than the highest rate allowed, you will see an error telling you to enter a lower rate.

Leaving this screen will also run the edits. The system will prompt you to check the interest rates again if any rate you entered is less than the highest allowable rate. To continue, verify the rates you entered and choose Yes.

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If you are uploading an XML file from a vendor's software, either type in the location of the file or click Browse, which will allow you to browse your computer for the file. Once you select the file, hit the UPLOAD button. The securities will automatically fill in the Schedule of Securities table. Check with your vendor to see if this feature is available with their municipal securities software. Fiscal Service can provide the file specifications to the vendor upon request. If you receive the error message, "XML file is invalid", check to make sure the date format of each security is Year-Month-Day. For example, 2005-05-30. To answer any questions about uploading this file, visit the SLGSafe Ready to Logon page at http://www.slgs.gov/govt/apps/slgs/slgsafe/slgsafe_logon.htm or call (304) 480-5299.

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SLGSafe User's Guide

Entering a Demand Subscription into SLGSafe

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Issue Information		
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Rate Table Date 07/01/20	009	This is the main page of the subscription where
State or Local Government Body		you will enter some of the basic information.
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		for that area, and continue until all the information
Owner Name	Village of Washington	for this subscription is entered.
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Line 2		
Line 3		Enter the Owner information only. Do not put
City	Washington	the Trustee or escrow agent's name in the
State	WV 🔽	Owner Name box. This box should only contain the
Zip Code	26106 -	tax-exempt entity's name.
Contact Name	Ann Ford	
Telephone	304-333-7777	
Fax	304-333-8888	
E-mail	aford@wash.gov	
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Address Line 1 Line 2 Line 3 City State Zip Code Contact Name Telephone Fax E-mail	345 Market Street Washington ₩V ♥ 26106 - Sue Lincoln 304-334-9966 304-334-9967 slincoln@obb.com	Enter the bank information here. It is recommended to include full contact information. Trustee informa- tion is not required to complete a subscription, so if you choose not to use a trustee, then do not fill the trustee information fields out.
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Viewing a Subscription Before Issue

Your subscriptions must be in complete status before 3:00 p.m. ET on the issue date. Viewing the subscription is a good way to make sure you have entered all the information needed to complete the subscription. It's also a good idea to copy the Review page for your records.



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Change a Subscription Before Issue

You can change a subscription in SLGSafe, provided you are authorized to do so. A Trustee, Owner, or Subscriber can make changes to a subscription.

Your subscriptions must be in complete status before 3:00 p.m. ET on the issue date. In order to update or make changes to a subscription, follow the steps below.



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SLGSafe User's Guide

Changing a Case After Issue

You can change a case in SLGSafe, provided you are authorized to do so.

After the case is issued, only addresses, contact names, and contact numbers can be changed. Other changes should be submitted to Special Investments Branch by fax at (304) 480-5277. There may be an administrative fee for this service.

After issue, only the Trustee or Owner can make changes.



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SLGSafe User's Guide

Time Deposit Early Redemption Simulation

Time Deposits can be redeemed earlier than their scheduled redemption date as explained under the Federal Register 31 CFR Part 344.

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

This is a test of an early redemption. You can do as many tests as you like. The system will not allow you to submit the request. If you decide to schedule an early redemption, click on Time Deposit Early Redemption from the Home tab.

Partial redemptions can be requested in any amount; however, an account balance of less than \$1,000 will be redeemed in total.

Under current regulations, a request for redemption must be submitted no less than 14 days and no more than 60 days before the requested redemption date.

If a security is redeemed before maturity on a date other than a scheduled interest payment date, interest is paid for the fractional interest period since the last interest payment date.

Any remaining interest and principal payments are discounted, using the current Treasury borrowing rate, for the remaining term to maturity of the security being redeemed. This will result in a premium or a penalty to the government body, depending on whether the current Treasury borrowing rate is lower or higher than the stated interest rate of the early-redeemed SLGS security. The discount rate that will be applied (current Treasury borrowing rate) can be found on the table of maximum interest rates payable on US Treasury securities--State and Local Government Series. The rate used from this table is the one listed for the day the redemption request is received by the Special Investments Branch, plus one basis point.

The penalty/premium is determined using the security interest rate and the calculations determined by the regulations in effect at the time of the initial subscription. The possibility for a premium has been available since the SLGS regulations that were effective on or after October 28, 1996. The rate table in effect on the date of an early redemption request is used to determine the Treasury cost of borrowing rate.



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SLGSafe User's Guide

Time Deposit Early Redemption Submission

Time Deposits can be redeemed earlier than their scheduled redemption date and are explained under the Federal Register 31 CFR Part 344.

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

Partial redemptions can be requested in any amount; however, an account balance of less than \$1,000 will be redeemed in total.

Under current regulations, a request for redemption must be submitted no less than 14 days and no more than 60 days before the requested redemption date.

If a security is redeemed before maturity on a date other than a scheduled interest payment date, interest is paid for the fractional interest period since the last interest payment date.

Any remaining interest and principal payments are discounted, using the current Treasury borrowing rate, for the remaining term to maturity of the security being redeemed. This will result in a premium or a penalty to the government body, depending on whether the current Treasury borrowing rate is lower or higher than the stated interest rate of the early-redeemed SLGS security. The discount rate that will be applied (current Treasury borrowing rate) can be found on the table of maximum interest rates payable on US Treasury securities--State and Local Government Series. The rate used from this table is the one listed for the day the redemption request is received by Special Investments Branch, plus one basis point.

The penalty/premium is determined using the security interest rate and the calculations determined by the regulations in effect at the time of initial subscription. The possibility for a premium has been available since the SLGS regulations that were effective on or after October 28, 1996. The rate table in effect on the date of an early redemption request is used to determine the Treasury cost of borrowing rate.

Submitted early redemption requests cannot be canceled.



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SLGSafe User's Guide

Redemption of a Demand Deposit

Demand Deposit securities can be redeemed at the owner's option.

Redemptions of \$10 million or Less

Request for redemption must be received not less than one business day prior to the requested redemption date and submitted through SLGSafe before 3:00 p.m. ET.

Redemptions of More Than \$10 million

Request for redemption must be received not less than three business days prior to the requested redemption date and submitted through SLGSafe before 3:00 p.m. ET.

Scheduled redemption requests cannot be canceled.

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security. For further instructions and regulations, see the Federal Register 31 CFR, Part 344.



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Redemption Date 07/08/2009 Redemption Type Complete Redemption Amount Requested Will be calculated on redemption date. Fedwire Disbursement Instructions Receiver ABA Routing Number Receiver ABA Routing Number Receiver Organization Name Receiver Organization Name Big Bank Additional Instructions (FI to FI) A/C 32001 F/C Smallville ISD Redemption Agreement With the terms and conditions in 31 CFR Part 344 and are certifying that: Submit to Treasury Return to Previous Page Cancel Submit to Treasury	Issue Date 06/30/2009 Request Date 07/01/2009 Issue Amount \$132,837.82 Underlyin	Owner Name Requested by Customer	L	
Fedwire Disbursement Instructions information is correct, hit the Submit to Treasury button or you can choose to Cancel the request. Receiver ABA Routing Number Receiver Organization Name Big Bank Additional Instructions (FI to FI) A/C 32001 F/C Smallville ISD If you hit Submit, you will receive a confirmation notice. Print this page or save it for you records. Print this page or save it for you records. Redemption Agreement Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that: Submit to Treasury Return to Previous Page Cancel Cancel	Redemption Date 07/08/2009 Redemption Type Complete	on redemption date.	you entered. Please review this information to ensure every- thing is correct. If you need to correct any information, hit the	
Receiver Organization Name Big Bank If you hit Submit, you will receive a confirmation notice. Additional Instructions (FI to FI) A/C 32001 F/C Smallville ISD Print this page or save it for you records. Redemption Agreement Print this page or save it for you records. Print this page or save it for you records. By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that: If you are an agent, you are acting under the issuer's specific authorization. Submit to Treasury Return to Previous Page Cancel	Transfer Method Fedwire		information is correct, hit the Submit to Treasury button or	
By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that: If you are an agent, you are acting under the issuer's specific authorization. Submit to Treasury Return to Previous Page Cancel	Receiver Organization Name Big Bank	Smallville ISD		
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SLGSafe User's Guide

Payment Report

Note: This Statement will show information for Time & Demand Deposits

Using this option, you can view the following information about an issued case:

- Case Number
- Taxpayer Identification Number and Suffix
- ABA Routing Number and Account Number
- Interest Amount to be Paid
- Principal Amount to be Paid
- Adjustments
- Total Amount
- Bank Reference Number
- Daily Totals



Reports — Payment Report

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Reports — Payment Report

SLGSafe PORTFOLIO MANAGEMENT SYSTEM	SLGSa	fe v1.2	2.5.23	OMB No.1535-0092
Home Reports	Help	Contact Us	Logout	
Payment Information Repo	ort			02/14/2011 04:19 PM EST
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Reports — Payment Report

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Reports — Payment Report

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Case Number	TIN	Bank Reference Number	ABA Routing Number	Account Number	Interest Amount Paid	Principal Amount Paid	Adjustments	Total Amount Paid
2011	39-	munoci	021	890	\$3,273.42	\$26,551,107.00	\$0.00	\$26,554,380.42
2011	39-		021	890	\$1,557.26	\$12,631,078.00	\$0.00	\$12,632,635.26
2011	61-		021	890	\$107,839.67	\$33,000,000.00	\$820,129.42	\$33,927,969.09
2011	61-		021	890	\$53,560.37	\$16,390,000.00	\$407,330.94	\$16,850,891.33
Sub Total Grand Totals	03/18/2011				\$166,230.72 \$166,230.72	\$88,572,185.00 \$88,572,185.00	\$1,227,460.36 \$1,227,460.36	\$89,965,876.0 \$89,965,876.0
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2009	36-	000	639			\$0.00		\$201,582.4
Grand Total	s							\$684,708.93
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Statement of Holdings - Demand

To get a listing of all outstanding Demand cases for one Owner (by searching by Taxpayer Identification Number) or for a Bank (by searching by ABA), you can order a Statement of Holdings.



Reports — Statement of Holdings - Demand

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Reports — Statement of Holdings - Demand

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<u>Taxpayer Identification</u> <u>Number</u>	<u>Case</u> <u>Number</u>	<u>Issue Date</u>	<u>Original Issue</u> <u>Amount</u>	<u>Total Accrued</u> <u>Interest</u>	<u>Total</u> <u>Redemptions</u>	<u>Present Value</u>
25	2007	10/01/2007	\$712,060.80	\$13,692.35	\$0.00	\$725,753.1
95	2007	10/01/2007	\$11,878.06	\$228.88	\$0.00	\$12,106.9
52	2008	03/05/2008	\$1,200,000.00	\$10,506.58	\$0.00	\$1,210,506.5
57	2008	06/26/2008	\$25,170,750.16	\$36,305.66	\$25,170,750.16	\$36,305.6
57	2008	07/07/2008	\$1,194,603.13	\$1,226.65	\$1,194,603.13	\$1,226.6
57	2008	09/08/2008	\$1,261,162.50	\$1,747.59	\$1,261,162.50	\$1,747.5
72	2008	11/05/2008	\$16,033.00	\$14.35	\$5,341.25	\$10,706.1
11	2008	12/29/2008	\$7,326,535.00	\$6,015.46	\$0.00	\$7,332,550.4
11	2008	12/29/2008	\$2,180,222.00	\$1,790.10	\$0.00	\$2,182,012.1
11	2009	01/15/2009	\$3,733,000.00	\$2,716.78	\$315,545.84	\$3,420,170.9
11	2009	01/15/2009	\$6,971,390.00	\$4,613.11	\$1,222,011.63	\$5,753,991.4
11	2009	01/15/2009	\$1,806,245.00	\$1,335.57	\$634,047.95	\$1,173,532.6
11	2009	01/22/2009	\$204,789.00	\$157.77	\$3,507.50	\$201,439.2
11	2009	01/22/2009	\$555,156.00	\$301.08	\$244,265.95	\$311,191.1
11	2009	01/22/2009	\$114,000.00	\$81.33	\$21,498.50	\$92,582.8
11	2009	01/22/2009	\$118,000.00	\$91.04	\$787.54	\$117,303.5
11	2009	04/20/2009	\$2,549,567.74	\$889.35	\$0.00	\$2,550,457.0
11	2009	05/26/2009	\$3,706,473.56	\$860.61	\$0.00	\$3,707,334.1
11	2009	05/26/2009	\$2,490,644.65	\$578.38	\$0.00	\$2,491,223.0
11	2009	06/24/2009	\$4,170,000.00	\$544.03	\$479,435.10	\$3,691,108.9
11	2009	06/29/2009	\$1,450,000.00	\$131.70	\$776,874.82	\$673,256.8
66	2009	07/09/2009	\$20,822,668.99	\$1,636.20	\$0.00	\$20,824,305.1
Totals:	49	a section of the local division of the local	\$150,309,341.35	\$123,368.89	\$38,774,578.70	\$111,658,131

Return to Previous Page

Click on the Print button to print, or hit the Return to Previous Screen to do another search. You may have to set the print area to Landscape for best results. The search results give you the TIN, Case Number, Issue Date, Original Issue Amount, Total Accrued Interest, Total Redemptions, and Present Value. Grand totals are available at the bottom of the report.

Print

Statement of Holdings - Time Deposit

To get a listing of all outstanding Time Deposit cases for one Owner (by searching by Tax Payer Identification Number) or for a Bank (by searching by ABA), you can order a Statement of Holdings.



Reports — Statement of Holdings - Time

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Reports — Statement of Holdings - Time

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Reports — Statement of Holdings - Time

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wor Identification Number	Case Number	Tecus Data	Troug Amount	Principal Redeemed	Dringing Outstanding
aver Identification Number	2004	Issue Date 06/24/2004	Issue Amount \$1,725,500.00	\$0.00	Principal Outstanding \$1,725,500.00
	2004	06/24/2004	\$2,446,908.00	\$0.00	\$2,446,908.00
	2004	06/24/2004	\$1,593,384.00	\$0.00	\$1,593,384.00
	2005	09/29/2005	\$8,940,341.00	\$0.00	\$8,652,980.00
	2008	06/19/2008	\$31,173,565.00	\$0.00	\$12,118,791.00
	2008	11/06/2008	\$3,000,000.00	\$0.00	\$3,000,000.00
	2009	07/15/2009	\$2,669,968.00	\$0.00	\$2,669,968.00
:	7		\$51,549,666.00	\$0.00	\$32,207,531.00
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Subscription Advanced Search

Using this report, you can narrow your search within your outstanding subscriptions. These are cases that have not yet issued.



Reports — Subscription Advanced Search

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Reports — Subscription Advanced Search

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Previous Screen. To print the report, click on the Print button. You may have to set your print properties to Landscape for best results.	nave to set your print properties to Landscape for best results.	

Download Case Information

Using this option, you can download the following information about an issued case:

- Case Number
- Taxpayer Identification Number
- Bank Reference Number
- ABA Routing Number
- Issue Date
- Issue Amount
- Principal Outstanding
- Principal Redeemed
- Case Status
- Program Type

To search for a case and download the information, follow these steps:



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Download Payment Information

This report will provide you with information concerning payments within a specified date range. That range is limited to a minimum of one day to a maximum of thirty one days, not to exceed forty five days into the future. You will receive:

- Case Number
- Payment Date
- ABA Routing Number
- DDA Routing Number
- Account Number
- Owner Name and TIN
- Total Interest
- Total Principal
- Trustee ABA (if applicable)
- Bank Reference Number (if applicable)



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Download Security Information

This report will provide you with information concerning specific securities. You will receive:

- Case Number
- Security Number
- Owner TIN
- Bank Reference Number (if applicable)
- Issue Date
- Interest Rate
- Maturity Date
- Payment Date
- Issue Amount
- Principal Outstanding
- Security Status



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