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4.06 MUNICIPAL BEARER BOND NEXT-DAY WITHDRAWAL (NCOB)

[Overview](#)

[How To Add A Record](#)

[How To Change A Record](#)

[How To Delete A Record](#)

[Ticket Fields](#)

[Messages And Corrections](#)



4.06.1 Overview

The Municipal Bearer Bond Next-Day Withdrawal function (NCOB) collects all transactions entered by the Participant, and updates the related accounts on file the next day. This function does not contain an option for preventing a recycle.

A training function (NCBT) is available. All screens and hard-copy reports indicate 'NCOB TRAINING'. No record is kept of the transaction for night update by the system.



4.06.2 How To Add A Record

<u>Step</u>	<u>Action</u>
Step 1	Enter 'NCOB' when the Enter Function Prompt Screen appears (Figure 1).

```
#####          D E P O S I T O R Y   T R U S T
MM/DD/YY
#####-##          P A R T I C I P A N T   T E R M I N A L   S Y S T E M
HH:MM:SS

ENTER FUNCTION: NCOB
```

Figure 1. NCOB Enter Function Prompt Screen

Step 2	Press the 'ENTER' key to obtain the Night COD For Muni Bearer Bonds Screen (Figure 2).
---------------	--

```
#####          N I G H T   C O D   F O R   M U N I   B E A R E R   B O N D S
MM/DD/YY
#####-##
HH:MM:SS
SIGNON PT#: 2199          P T S   T R   A C C T
OPR-NAME:          P H O N E # : (      )   -          F U N C T I O N : A ( A , C
OR D)
CONTROL NO: _____

CUSIP-NO          QUANTITY
1
2
3
4
5
6
7
8
9
10
11
12
13
14
THE DUP KEY MAY BE USED ON ALL THE ABOVE FIELDS
```

Figure 2. Night COD For Muni Bearer Bonds Screen



4.06.2 How To Add A Record *(continued)*

- Step 3** Enter the following information on the Night COD For Muni Bearer Bonds Screen. A maximum of 14 items may be entered on one screen:
- Opr-Name: enter the operator's name; you can enter a minimum of six and a maximum of 15 alphanumeric characters.
 - Phone#: enter the operator's number, including area code.
 - Function: enter A (add).
 - CUSIP-No: enter a 9-digit CUSIP number.
 - Quantity: for debt issues, enter a maximum 9-digit maturity or principal dollar value to the nearest whole dollar, and for other issue types, enter a maximum 9-digit security quantity.
- Step 4** Press the 'ENTER' key to view the results before updating (pre-edit facility). Description of error messages (if any) and CUSIP descriptions are shown for each NCOB item.
- Step 5** Press the 'PF1/13' key to update.
- If no errors occur, a new Night COD For Muni Bearer Bonds Screen appears permitting entry of more items, and an NCOB - Data Collection Ticket is printed (Figure 3).
 - If errors occur, an appropriate message appears on the Night COD For Muni Bearer Bonds Screen and no ticket is printed.



```
o
o
o 0 0000219900-000001 NCOB - DATA COLLECTION 01/30/93 13:33:09 00002199
o
o CONTROL NO. 00001ABC-004
o
o PTS ID: #####-## PTS ACCT TERM = K123
o
o
o OPR NAME: XXXX XXXXX TELEPHONE: (212) 898 - 9999
o
o
o THE TRANSACTIONS BELOW HAVE BEEN ACCEPTED FOR NIGHT COLLECTION
o
o
o CUSIP QTY CUSIP DESCRIPTION
o
o 1) 546408BR5 1000 LARSTDEX05.40JJ894
o
o 2) 546416E20 2000 LAGSTSRA09.30MN05924
o
o 3) 546370FG7 3000 LARREVE05.00AO10874
o
```

Figure 3. NCOB - Data Collection Ticket



4.06.2 How To Add A Record *(continued)*

Step 6 Repeat Steps 3 through 5 for each item.

Step 7 Press either:

- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.



4.06.3 How To Change A Record

- | Step | Action |
|--------|--|
| Step 1 | Enter the following information on the Night COD For Muni Bearer Bonds Screen: <ul style="list-style-type: none">• Function: enter C (change).• Control Number: enter the control number from the original NCOB - Data Collection Ticket. |
| Step 2 | Press the 'ENTER' key or the 'PF1/13' key to obtain the data pertaining to the original ticket (Figure 1). |

```
##### NIGHT COD FOR MUNI BEARER BONDS
MM/DD/YY
#####-##
HH:MM:SS
SIGNON PT#: 2199 PTS TR ACCT
OPR-NAME: XXXX XXXXX PHONE#:( 212 ) 898 - 9999 FUNCTION: C (A,C
OR D) CONTROL NO:
00001ABC-004
CUSIP-NO QUANTITY
1 546408BR5 1000
2 546416E20 2000
3 546370FG7 3000
4
5
6
7
8
9
10
11
12
13
14
THE DUP KEY MAY BE USED ON ALL THE ABOVE FIELDS
```

Figure 1. Night COD For Muni Bearer Bonds Screen (Change)

- | | |
|--------|---|
| Step 3 | Make the necessary changes to the data and press the 'ENTER' key to verify (pre-edit facility). Description of error messages (if any) and CUSIP descriptions are shown for each NCOB item. |
|--------|---|



4.06.3 How To Change A Record *(continued)*

Step 4 Press the 'PF1/13' key to update.

- If no errors occur, a new Night COD For Muni Bearer Bonds Screen appears permitting entry of more items, and an NCOB - Data Collection (Replaces) Ticket is printed (Figure 2).
- If errors occur, an appropriate message is displayed on the Night COD For Muni Bearer Bonds Screen, and no ticket is printed.

```
o
o
o 0 0000219900-000002      NCOB - DATA COLLECTION 01/30/93   13:41:28
0002199  o
o CONTROL NO. 000027DD-004      *** REPLACES *** CONTROL NO. 00001ABC-001
o
o PTS ID: #####-##              PTS TR ACCT              TERM = K123
o
o
o OPR NAME: XXXX XXXXX          TELEPHONE: (212) 898 - 9999
o
o
o THE TRANSACTIONS BELOW HAVE BEEN ACCEPTED FOR NIGHT COLLECTION
o
o
o
o CUSIP      QTY      CUSIP DESCRIPTION
o
o 1) 546408BR5      1000      LARSTDEX05.40JJ894
o
o 2) 546416E20      2000      LAGSTSRA09.30MN05924
o
o 3) 546370FG7      1000      LARREVE05.00A010874
o
o
o
```

Figure 2. NCOB - Data Collection (Replaces) Ticket

Step 5 Press either:

- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.



4.06.4 How To Delete A Record

- | <u>Step</u> | <u>Action</u> |
|---------------|--|
| Step 1 | Enter the following information on the Night COD For Muni Bearer Bonds Screen: <ul style="list-style-type: none">• Function: enter D (delete).• Control Number: enter the control number from the original NCOB - Data Collection Ticket. |
| Step 2 | Press the 'ENTER' key or the 'PF1/13' key to obtain the data pertaining to the original ticket (Figure 1). |

```
#####          NIGHT COD FOR MUNI BEARER BONDS
MM/DD/YY
#####-##
HH:MM:SS
SIGNON PT#: 2199          PTS  TR  ACCT
OPR-NAME: XXXX XXXXX    PHONE#:( 212 ) 898 - 9999    FUNCTION: D (A,C
OR D)
                                           CONTROL NO:
00001ABC-004
   CUSIP-NO      QUANTITY
1   546408BR5    1000
2   546416E20    2000
3   546370FG7    3000
4
5
6
7
8
9
10
11
12
13
14
THE DUP KEY MAY BE USED ON ALL THE ABOVE FIELDS
```

Figure 1. Night COD For Muni Bearer Bonds Screen (Delete)

- | | |
|---------------|--|
| Step 3 | Press the 'PF3/15' key to delete the record. An NCOB - Data Collection Deletes Ticket is printed (Figure 2). |
|---------------|--|



4.06.4 How To Delete A Record *(continued)*

```
○  
○  
○ 0 0000219900-000002 NCOB - DATA COLLECTION 01/30/93 13:53:21  
00002199 ○  
○ CONTROL NO. 0000935A-004 *** DELETES *** CONTROL NO. 000027DD-004  
○  
○ PTS ID: #####-## PTS TR ACCT TERM = K123  
○  
○  
○ OPR NAME: XXXX XXXXX TELEPHONE: (212) 898 - 9999  
○  
○  
○ NO TRANSACTIONS ARE SENT FOR NIGHT PROCESSING  
○  
○  
○  
○  
○  
○  
○  
○  
○
```

Figure 2. NCOB - Data Collection Deletes Ticket

Step 4 Press either:

- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.



4.06.5 Ticket Fields

A ticket is printed at the Participant's *PTS* station printer providing a hard copy of each transaction that is accepted by the system. Each ticket contains the following information:

- Line 1: Message number which allows retrieval and reprinting of the page.
- Line 2: Date, time, report title, station number and withdrawing Participant number.
- Line 3: Informational message based on status - can be one of the following:
 - 'PICK UP BEARER BONDS AT DTC NEXT BUSINESS DAY'
 - 'NIGHT COBD TRAINING TRANSACTIONS'
- Lines 4 and 5: Quantity and CUSIP input fields.

These tickets are used for messenger pickup of Municipal Bearer Bonds at DTC in accordance with established rules. DTC will not accept a ticket produced using the Reprint function unless prior arrangements have been made.

Be sure that Copy #2 of the *PTS* Terminal Ticket used to pick up bearer bonds at DTC carries the Participant's facsimile signature or rubber stamp impression currently on file with DTC.



4.06.6 Messages And Corrections

Message	Reason	Corrective Action
"PHONE#" INCOMPLETE	The Participant entered an incomplete telephone number.	Enter the complete telephone number.
"PHONE#" IS NOT NUMERIC	The Participant entered an alphabetic telephone number.	Enter a numeric telephone number.
"PHONE#" REQUIRED	The Participant did not enter the operator's telephone number.	Enter the operator's telephone number.
AT LEAST 6 CHAR FOR "OPR-NAME" REQUIRED	The Participant entered the operator's name with less than six alphanumeric characters.	Enter the operator's name with a minimum of six and a maximum of 15 alphanumeric characters.
CONTROL NUMBER REQUIRED WITH CHANGE OR DELETE	The Control Number field must be filled if C or D is entered in the Function field.	Enter the control number.
DATA MAY NOT BE ENTERED WITH CHANGE OR DELETE	The Participant cannot enter any CUSIP, Quantity or Tax-CD information when changing or deleting a record.	Press the 'CLEAR' key to delete the information and re-enter the Function (C or D) and Control Number fields.
FROZEN CUSIP	The CUSIP number is 'frozen' at DTC.	Enter the correct CUSIP number or delete the item.
INELIG CUSIP	The CUSIP number is ineligible at DTC.	Enter the correct CUSIP number or delete the item.
INV QTY	The quantity is missing, all zeroes or in an incorrect format.	Enter the correct quantity or delete the item.
INVALID CONTROL	The Participant entered the	Re-enter the control number.



NUMBER control number incorrectly.



4.06.6 Messages And Corrections *(continued)*

Message	Reason	Corrective Action
INVALID KEY PRESSED	The Participant pressed an invalid key.	Press a valid key.
NCOB: FUNCTION UNAVAILABLE	The function is temporarily unavailable.	Check your printed messages to see which transaction was last processed and re-enter those transactions not processed as soon as the function is available.
NCOB: PAST CUTOFF TIME	The cutoff time for this function has been reached. The function is not available until the next business day.	Wait until the next business day for data entry.
NCOB: TRANSACTION ACCEPTED. FUNCTION NOW PAST CUTOFF TIME	The last screen of transactions was processed before the cutoff time for this function was reached. The function is no longer available.	Wait until the next business day for data entry.
NO DATA ENTERED	All input fields were left blank.	Enter the correct NCOB data.
TRANSMISSION ERROR	Data was not received properly - input has been ignored.	Rekey the NCOB data.

Fields entered erroneously may be corrected in one of the following ways:

1. Rekey the correct data into the field(s) and press the 'ENTER' or 'PF1/13' key when the screen is complete.



2. Clear the entire screen (press the 'CLEAR' key), rekey all of the NCOB data onto the new data entry screen, and press the 'ENTER' or 'PF1/13' key.
3. To delete a single NCOB item, tab the cursor to the beginning of each field on the line to be deleted and press the 'EOF' key. Press the 'PF1/13' key when the screen is complete.



4.02 NIGHT WITHDRAWAL OF NOMINEE STOCK (CERTIFICATE ON DEMAND) (NCOD)

[Overview](#)

[How To Process An NCOD Transaction](#)

[Ticket Fields](#)

[Messages And Corrections](#)



4.02.1 Overview

The Night Withdrawal Of Nominee Stock (Certificate On Demand) (NCOD) function collects all transactions entered by the Participant, and updates the related accounts on file the next day. This function does not contain an option for preventing a recycle.

A training function exists for the NCOD function (NCDT). All screens and hard-copy reports for this function indicate 'NCOD TRAINING'. No record is kept of the transaction for night time update by the system.



4.02.2 How To Process An NCOD Transaction

Step	Action
------	--------

Step 1	Enter 'NCOD' when the Enter Function Prompt Screen appears (Figure 1).
---------------	--

```
#####-##          D E P O S I T O R Y   T R U S T          MM/DD/YY
#####-##          P A R T I C I P A N T   T E R M I N A L   S Y S T E M      HH:MM:SS

ENTER FUNCTION: NCOD
```

Figure 1. NCOD Enter Function Prompt Screen

Step 2	Press the 'ENTER' key to obtain the COD Data Entry For Night Processing Screen (Figure 2).
---------------	--

```
#####          C O D   D A T A   E N T R Y   F O R   N I G H T   P R O C E S S I N G
MM/DD/YY
#####-##
HH:MM:SS
SIGNON   PT#:   2199          PTS TR ACCT
OPR-NAME:          PHONE#: (    ) -          FUNCTION: A (A,C
OR D)
CONTROL NO: _____

CUSIP-NO          QUANTITY   TAX-CD

1
2
3
4
5
6
7
8
9
10
11
12
13
14

THE DUP KEY MAY BE USED ON ALL THE ABOVE FIELDS
```

Figure 2. COD Data Entry For Night Processing Screen



4.02.2 How To Process An NCOD Transaction *(continued)*

To Add An NCOD Transaction:

Step 3 Enter the following information on the COD Data Entry For Night Processing Screen:

- **Opr-Name:** enter the operator's name; you can enter a minimum of six and a maximum of 15 alphanumeric characters.
- **Phone#:** enter the operator's telephone number, including the area code.
- **Function:** enter A (add).
- **CUSIP-No:** enter a 9-digit CUSIP number.
- **Quantity:** for debt issues, enter a maximum 9-digit maturity or principal dollar value to the nearest whole dollar, and for other issue types, enter a maximum 9-digit security quantity.
- **Tax-Cd:** enter 3 if *FAST* COD withdrawal is required or leave blank.

Note:

1. A maximum of 14 items may be entered on one screen.
2. To save keystrokes, use the 'DUP' key located on top of the 'PA1' key to duplicate the data fields from the above line whenever the data is the same.

Step 4 Press the 'ENTER' key to view the results before updating (pre-edit facility). Description of error messages (if any) and CUSIP descriptions are shown for each NCOD item.



4.02.2 How To Process An NCOD Transaction *(continued)*

Step 5 Press the 'PF1/13' key to update. If no errors occur, a new COD Data Entry For Night Processing Screen appears and an NCOD - Data Collection Ticket is printed (Figure 3). If errors occur, an appropriate message appears and no ticket is printed.

```
o
o
o O 0000219900-0000001 NCOD - DATA COLLECTION 07/25/93 13:33:09
00002199 o
o CONTROL NO. 00001ABC-004
o
o PTS ID: #####-## PTS TR ACCT TERM=K123
o
o
o
o OPR NAME: XXXX XXXXX TELEPHONE: (212) 898 - 9999
o
o
o THE TRANSACTIONS BELOW HAVE BEEN ACCEPTED FOR NIGHT COLLECTION
o
o
o CUSIP QTY TAX-CD CUSIP DESCRIPTION
o
o 1) 000165100 100 3 A&M FOOD SERVICES
o
o 2) 459200101 5500 3 INTER BUSINESS MACH<
o
```

Figure 3. NCOD - Data Collection Ticket

Step 6 Repeat Steps 3 through 5 for each item.

Step 7 Press either:

- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

To Change An NCOD Transaction:

Step 8 Enter the following information on the COD Data Entry For Night Processing Screen:

- Function: enter C (change).
- The control number that appeared on the original NCOD - Data Collection Ticket.





4.02.2 How To Process An NCOD Transaction *(continued)*

Step 9 Press the 'ENTER' key or the 'PF1/13' key to obtain the data pertaining to the original transaction (Figure 4).

```
##### COD DATA ENTRY FOR NIGHT PROCESSING
MM/DD/YY
#####-##
HH:MM:SS
SIGNON PT#: 12199 PTS TR ACCT
OPR-NAME: XXXX XXXXX PHONE#:( 212 ) 898 - 9999 FUNCTION: C (A,C
OR D) CONTROL NO:
00001ABC-004
CUSIP-NO QUANTITY TAX-CD
1 000165100 100 3
2 459200101 500 3
3
4
5
6
7
8
9
10
11
12
13
14
THE DUP KEY MAY BE USED ON ALL THE ABOVE FIELDS
```

Figure 4. *COD Data Entry For Night Processing Screen (Change)*

Step 10 Make the necessary changes to the data, and press the 'ENTER' key to verify (pre-edit facility). Description of error messages (if any) and CUSIP descriptions are shown for each NCOD item.

Step 11 Press the 'PF1/13' key to update.

- If no errors occur, a new COD Data Entry For Night Processing Screen appears and an NCOD - Data Collection Replaces Ticket is printed (Figure 5).
- If errors occur, an appropriate message appears and no ticket is printed.



4.02.2 How To Process An NCOD Transaction (continued)

```
o
o
o O 0000219900-0000001 NCOD - DATA COLLECTION 07/25/93 13:33:09
0002199 o
o CONTROL NO. 000027DD-004 *** REPLACES *** ONTROL NO. 00001ABC-001
o
o PTS ID: #####-## PTS TR ACCT TERM=K123
o
o
o OPR NAME: XXXX XXXXX TELEPHONE: (212) 898 - 9999
o
o
o THE TRANSACTIONS BELOW HAVE BEEN ACCEPTED FOR NIGHT COLLECTION
o
o
o CUSIP QTY TAX-CD CUSIP DESCRIPTION
o
o 1) 000165100 100 3 A&M FOOD SERVICES
o
o 2) 459200101 500 3 INTER BUSINESS MACH<
o
o
o
```

Figure 5. NCOD - Data Collection Replaces Ticket

Step 12 Press either:

- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

To Delete An NCOD Transaction:

Step 13 Enter the following information on the COD Data Entry For Night Processing Screen:

- Function: enter D (delete).
- The control number that appeared on the original NCOD Data Collection Ticket.



4.02.2 How To Process An NCOD Transaction *(continued)*

Step 14 Press the 'ENTER' or 'PF1/13' key to obtain the data pertaining to the original transaction (Figure 6).

```
##### COD DATA ENTRY FOR NIGHT PROCESSING
MM/DD/YY
#####-##
HH:MM:SS
SIGNON PT#: 2199 PTS TR ACCT
OPR-NAME: XXXX XXXXX PHONE#: ( 212 ) 898 - 9999 FUNCTION: A (A,C
OR D) CONTROL NO:
000027DD-004
CUSIP-NO QUANTITY TAX-CD
1 000165100 100 3
2 459200101 500 3
3
4
5
6
7
8
9
10
11
12
13
14
THE DUP KEY MAY BE USED ON ALL THE ABOVE FIELDS
```

Figure 6. COD Data Entry For Night Processing Screen (Delete)

Step 15 Press the 'PF3/15' key to delete the record. An NCOD - Data Collection Deletes Ticket is printed (Figure 7).



```
o
o
o O 0000219900-0000001  NCOD - DATA COLLECTION  07/25/93  13:33:09
0002199o  o
o CONTROL NO. 0000935A-004  *** DELETES ***  ONTROL NO. 000027DD-004
o
o PTS ID: #####-##  PTS TR ACCT  TERM=K123
o
o
o OPR NAME: XXXX XXXXX  TELEPHONE: (212) 898 - 9999
o
o
o NO TRANSACTIONS ARE SENT FOR NIGHT PROCESSING
o
o
o CUSIP  QTY  TAX-CD  CUSIP DESCRIPTION
o
o 1) 000165100  100  3  A&M FOOD SERVICES
o
o 2) 459200101  500  3  INTER BUSINESS MACH<
o
```

Figure 7. NCOD - Data Collection Deletes Ticket

Step 16 Press either:



4.02.2 How To Process An NCOD Transaction *(continued)*

- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.



4.02.3 Ticket Fields

A hardcopy of each NCOD transaction accepted by the system is provided. Each ticket provides the following information:

- Line 1: Message number which allows retrieval and reprinting of the page.
- Line 2: Date, time, report title, station number and withdrawing Participant number.
- Line 3: Informational message based on status, which can be one of the following:
 - 'PICK UP SECURITIES AT DTC NEXT BUSINESS DAY'
 - 'NIGHT COD TRAINING TRANSACTION'
- Lines 4 and 5: Quantity and CUSIP input fields.
- Line 6: 'TAX WAIVER ACKNWLDG' (if *FAST* security); otherwise blank.
- Line 7: Blank or one of the following CUSIP statuses:
 - 'INELIGIBLE'
 - 'FROZEN'
 - 'INELIGIBLE'

These tickets are used for messenger pickup of securities at DTC in accordance with established rules. DTC will not accept tickets bearing the legend(s) 'RECYCLING' or 'INSUFFICIENT POSITION', or tickets produced using the Reprint function unless prior arrangements have been made.



4.02.4 Messages And Corrections

Message	Reason	Corrective Action
"PHONE#" INCOMPLETE	The Participant entered an incomplete telephone number.	Enter the complete telephone number.
"PHONE#" IS NOT NUMERIC	The Participant entered an alphabetic telephone number.	Enter a numeric telephone number.
"PHONE#" REQUIRED	The Participant did not enter the operator's telephone number.	Enter the operator's telephone number.
AT LEAST 6 CHAR FOR "OPR-NAME" REQUIRED	The Participant entered an operator's name with less than six alphanumeric characters.	Enter the operator's name with a minimum of six and a maximum of 15 alphanumeric characters.
FROZEN CUSIP	The CUSIP number is frozen at DTC.	Review the CUSIP to be entered.
INTERIM-SECURITY	The CUSIP number is in interim status.	Review the transaction(s), and, if acceptable, press the 'PF1/13' key to send the transaction(s) to the system.
INV CUSIP	The CUSIP number is missing or invalid.	Enter the correct CUSIP or delete the item.
INV QTY	The quantity is missing, filled with zeroes, or in an incorrect format.	Enter the correct quantity or delete the item.
INVALID KEY PRESSED	A key other than 'ENTER' or 'PF1/13' was pressed.	Press the 'ENTER' or 'PF1/13' key.



4.02.4 Messages And Corrections *(continued)*

Message	Reason	Corrective Action
NO DATA ENTERED	All input fields were left blank.	Enter the correct NCOD data.
TAX-CD 3 REQRD	The <i>FAST</i> COD Indicator (TAX CD) is other than 3 or was left blank.	Enter the correct TAX CD code.
TRANSMISSION ERROR. PLEASE REKEY DATA	Data was not received properly; the input was ignored.	Re-enter the data.

Fields entered incorrectly may be corrected in one of three ways:

1. Re-enter the correct data into the field(s) and press the 'ENTER' or 'PF1/13' key when the screen is complete.
2. Clear the entire screen (press the 'CLEAR' key), re-key all of the NCOD data onto the new COD Data Entry For Night Processing Screen and press the 'ENTER' or 'PF1/13' key.
3. To delete a single NCOD item, tab the cursor to the beginning of each field in the line to be deleted and press the 'EOF' key. Press the 'PF1/13' key when the screen is complete.

NDWC

[Introduction](#)

[Overview](#)

[Legal Considerations](#)

[When to Use](#)

[List of Screens](#)

[Procedures](#)

[Approving or Cancelling Deposits or Withdrawals](#)

[Viewing Deposit and Withdrawal Transactions](#)

[Reference](#)

[Main Menu](#)

[Approval/Cancellation Screen](#)

[Custodian Inquiry Screen](#)

[Messages](#)

Introduction

Overview

The Night Deposit/Withdrawal at Custodian Function for DTC custodians (NDWC) is an online facility enabling DTC custodians to approve or cancel deposit and withdrawal instructions that were submitted by participants for next business day processing with respect to securities (e.g., unit investment trusts) evidenced by a balance certificate registered in the name of DTC's nominee, Cede & Co., and held for DTC by a DTC custodian. Custodians can also inquire about transactions previously entered.

In approving a participant's deposit instruction, the custodian attests to the existence of the securities that are the subject of the participant's instruction and certifies that it or, if the custodian is not the transfer agent or registrar for the issue, the transfer agent or registrar, has registered the transfer of those securities in the name of Cede & Co. in accordance with the (Balance) Certificate Agreement between itself, the transfer agent or registrar (where applicable), and DTC.

The custodian can use NDWC to either approve or cancel each deposit or withdrawal instruction submitted by a participant either on the day such instruction is submitted. If the custodian approves such instruction, the custodian will, on the next business day, increase or decrease DTC's balance on the custodian's books accordingly. If the custodian cancels such instruction, the custodian will not increase or decrease DTC's balance on the custodian's books with respect to such instruction.

Note—At the close of the business day, all transactions submitted via NDWP that were not approved or canceled by the custodian via NDWC will be processed as if entered on the next business day via PDWC. If this situation should occur, the custodian should use CDWC to approve or cancel the instructions.

Participants have the option of selecting a 72-hour pend period for all deposits, which gives custodians up to three business days (including the deposit date) to either approve or cancel the transaction before it drops off the system. This option saves participants the trouble of having to resubmit a deposit if a custodian takes no action within three days, and reduces the number of deposit instructions received by the custodian. The 72-hour pend option can not be used selectively on a deposit-by-deposit or on a CUSIP-by-CUSIP basis. The participant must activate the 72-hour pend feature either for PDWC or CDWC of its transactions. Call your Relationship Manager to activate this option.

Legal Considerations

The DTC custodian's approval via PTS of the participant's deposit or withdrawal instruction shall constitute the custodian's statement that it has increased or decreased on its books the quantity of securities evidenced by the balance certificate in the custodian's custody on that day.

Therefore, the custodian's approval of the participant's deposit or withdrawal instruction shall be deemed by *the receipt by DTC of a new, reissued or registered certificated security on registration of transfer* to the name Cede & Co., for the quantity of securities evidence by the balance certificate after the participant's deposit or withdrawal instruction is effected. Custodians should bear in mind the finality of the NDWC approval when designing their own NDWC procedures and completing any PTS Update Request form.

When to Use

Custodians should use NDWC to approve or cancel deposit or withdrawal instructions entered by participants via the NDWP function for processing on the following business day.

NDWC is available on business days from 12:00 a.m. (midnight) to 6:30 p.m. eastern time.

List of Screens

NDWC consists of the following screens:

This screen	Allows you to
Main Menu	Specify the deposit or withdrawal transactions you want to approve, cancel, or view.
Approval/Cancellation	Approve or cancel the selected transactions.
Custodian Inquiry	View the status of the selected transactions.

Procedures

Approving or Cancelling Deposits or Withdrawals

Use the following procedure to approve or cancel deposit or withdrawal transactions entered by a participant via the NDWP function (for processing on the next business day).

Note—Before using this procedure, see the [Reference](#) section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

Step	Action
1	Type NDWC on the Enter Function screen and press ENTER. <i>Result</i> —The Main Menu appears.

2	Type your custodian number in the Cust Num field.
3	Type 1 in the Option field.
4	<i>Optional.</i> To list deposits or withdrawals only, type D or W in the Type field.
5	<i>Optional.</i> To list transactions for a specific security, type the CUSIP number in the CUSIP field.
6	Press ENTER. <i>Result</i> –The Approval/Cancellation screen appears.
7	Type one of the following in the A/C field to the left of the desired transaction: <ul style="list-style-type: none"> • A: To approve the transaction • C: To cancel the transaction. <i>Note</i> –If you cancel a transaction, you must enter a reason in the Comment field.
8	Press PF1/13 to confirm the entry, then press PF1/13 again to transmit. <i>Result</i> –The message 'Records updated' appears and a Deposit/Withdrawal At Custodian ticket prints on your designated PTS printer.

Viewing Deposit and Withdrawal Transactions

Use the following procedure to view past or current deposit and withdrawal transactions entered via the NDWP function.

Note–Before using this procedure, see the [Reference](#) section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

Step	Action
1	Type NDWC on the Enter Function screen and press ENTER. <i>Result</i> –The Main Menu appears.
2	Type your custodian number in the Cust Num field.
3	Type 2 in the Option field.

4	<i>Optional.</i> To list deposits or withdrawals only, type D or W in the Type field.
5	<i>Optional.</i> To list transactions for a specific security, type the CUSIP number in the CUSIP field.
6	Press ENTER. <i>Result</i> –The Custodian Inquiry screen appears.
7	<i>Optional.</i> To view the last pend date at DTC and any comments entered for a transaction, place the cursor on the desired line and press PF3/15. The associated comments (if any) will appear near the bottom of the screen.

Reference

Main Menu

The Main Menu allows you to enter your custodian number and select the desired option. You can also elect to list only deposits or only withdrawals, and you can specify a CUSIP to list only transactions involving a specific security.

Sample Screen

```

THIS IS MESSAGE1
QAA1          THE DEPOSITORY TRUST COMPANY      MM/DD/CCYY
D0002199-99  NIGHT DEPOSIT/WITHDRAWAL AT CUSTODIAN  HH:MM:SS
MAIN MENU

                CUST NUM :
OPTION  :
TYPE   :
CUSIP  :

1. APPROVAL/CANCELLATION
2. INQUIRY

SELECT DESIRED OPTION, THEN PRESS ENT          ER
(TYPE: D = DEPOSIT, W = WITHDRAWAL)
PF8/20 END FUNCTION  PF9/21 SIGN OFF

```

Field Descriptions

This field	Allows you to
Cust Num	Enter your custodian number, up to eight digits.
Option	Enter one of the following: <ul style="list-style-type: none">• 1: To approve or cancel transactions• 2: To view a list of transactions.
Type	Enter one of the following to specify the type of transactions you want to list: <ul style="list-style-type: none">• D: To list deposits only• W: To list withdrawals only. <i>Optional.</i> If left blank, all outstanding transactions are displayed.
CUSIP	Limit the resulting display to transactions involving a specific security. Enter a valid nine-digit CUSIP number. <i>Optional.</i>

Approval/Cancellation Screen

The Approval/Cancellation screen appears when you select option 1 on the [Main Menu](#), and allows you to approve or cancel current day deposit or withdrawal transactions.

Sample Screen

```
QAA5          THE DEPOSITORY TRUST COMPANY          MM/DD/YYYY
D0002199-99   NIGHT DEPOSIT/WITHDRAWAL AT CUSTODIAN  HH:MM:SS
              APPROVAL/CANCELLATION                PAGE 1

A/C PART PART NAME   LAST    TYPE    CUSIP    QUANTITY
      PEND DATE
  2199 PART NM   MM/DD/YYYY DEPOSIT  001234567    1
NO COMMENT

'A' - APPROVE, 'C' - CANCEL  ***END OF DATA***

PF1/13 UPDATE          PF7/19 MAIN MENU          PF9/21 SIGN OFF
PF4/16 FIRST PAGE     PF8/20 END FUNC          PF11/23 PG FRWD
```

Field Descriptions

This field

A/C

Part

Participant Name

Last Pend Date

Type

CUSIP

Quantity

Comment

Displays

An entry field that allows you to specify one of the following for a listed transaction:

- **A:** To approve the transaction
- **C:** To cancel the transaction.

The entering participant's number.

The entering participant's name.

The last business day on which the custodian can approve or cancel the transaction before it drops from the system and the participant has to resubmit it to DTC.

The type of transaction: Deposit or Withdrawal.

The CUSIP number of the security involved in the transaction.

The number of shares involved in the transaction.

An entry field appearing just below each transaction line that allows you to enter a reason for a cancellation. Enter up to 78 characters of freeform text.

Function Keys

In addition to the standard function keys described in [Using the Standard Function Keys](#), you can press PF4/16 on the Approval/Cancellation screen to access the first page of the display.

Custodian Inquiry Screen

The Custodian Inquiry screen appears when you select option 2 on the [Main Menu](#), and displays the specified list of deposit or withdrawal transactions. The screen's title will include the date on which the listed transactions were entered.

Sample Screen

QAA5 THE DEPOSITORY TRUST COMPANY MM/DD/YYYY
D0002199-99 NIGHT DEPOSIT/WITHDRAWAL AT CUSTODIAN HH:MM:SS
CUSTODIAN INQUIRY FOR MM/DD/YYYY PAGE 1

D/W	PART NAME	CUSIP	QUANTITY	STATUS
D	PART NAME	001234567	1	N-DWAC PEND CUST APPROVAL

END OF DATA

LAST PEND DT: MM/DD/YYYY
NO COMMENT

PLACE CURSOR NEXT TO LINE AND PRESS PF3/15 TO VIEW COMMENTS

PF3/15 COMMENT PF5/17 LAST PAGE PF8/20 END FUNC PF10/22 PAGE BACKWARD
PF4/16 FIRST PAGE PF7/19 MENU PF9/21 SIGNOFF PF11/23 PAGE FORWARD

Field Descriptions

This field

D/W

Part Name

CUSIP

Quantity

Status

Last Pend Dt

Displays

An indicator of whether this transaction is a deposit or a withdrawal.

The participant's name.

The CUSIP number of the security involved in the transaction.

The number of shares involved in the transaction.

The current status of the transaction:

- N-DWAC PEND CUST APPROVAL: The transaction is pending custodian approval
- N-DWAC APPROVED BY CUST: The transaction was approved by the custodian
- N-DWAC CANCELED BY CUST: The transaction was cancelled by the custodian
- N-DWAC CANCELED BY PART: The transaction was canceled by the participant.

The last business day on which the custodian can approve or cancel the transaction before it drops from the system and the participant has to resubmit it to DTC.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available

on the Custodian Inquiry screen:

This key	Allows you to
PF3/15	View both the last pend date at DTC and comments about a selected item, if any were entered.
PF4/16	Access the first page of the display.
PF5/17	Access the last page of the display.

Messages

You may encounter the following messages when using the NDWC function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

ALREADY ON FIRST PAGE

Probable Cause: PF4/16 was pressed to access the first page of data, but the first page is already displayed.
Suggested Resolution: Information only; no action required.

ALREADY ON LAST PAGE

Probable Cause: PF5/17 was pressed to access the last page of data, but the last page is already displayed.
Suggested Resolution: Information only; no action required.

CUSIP CHILLED FOR DEPOSITS AT DTC - CANNOT APPROVE

Probable Cause: An attempt was made to approve a deposit transaction, but the specified CUSIP is currently chilled.

Suggested Resolution: Contact the Customer Support Center:

- (212) 240-1569 (for Participants in New York City)
- (888) 382-2721 (for Participants outside New York City).

CUSIP CHILLED FOR WITHDRAWALS AT DTC - CANNOT APPROVE

Probable Cause: An attempt was made to approve a withdrawal transaction, but the specified CUSIP is currently chilled.

Suggested Resolution: Contact the Customer Support Center:

- (212) 240-1569 (for Participants in New York City)
- (888) 382-2721 (for Participants outside New York City).

ERROR, RC= ' '. NOTIFY NETWORK OPERATIONS

Probable Cause: A system error has occurred.

Suggested Resolution: Contact DTC's Customer Support Center:

- (212) 240-1569 (for Participants in New York City)
- (888) 382-2721 (for Participants outside New York City).

ERROR READING MASTER TABLES - RETRY LATER

Probable Cause: The master database tables are temporarily unavailable.

Suggested Resolution: Try again later.

INTERNAL DATABASE PROBLEM-CALL NETWORK OPERATIONS

Probable Cause: A system error has occurred.

Suggested Resolution: Contact DTC's Customer Support Center:

- (212) 240-1569 (for Participants in New York City)
- (888) 382-2721 (for Participants outside New York City).

INVALID KEY HIT

Probable Cause: An invalid key was pressed.

Suggested Resolution: Press one of the valid PF keys listed at the bottom of the screen.

NO DATA AVAILABLE FOR REQUEST

Probable Cause: No data is available for the specified criteria.

Suggested Resolution: Enter different values.

NO DATA ENTERED

Probable Cause: An PF key was pressed, but nothing was entered on the current screen.

Suggested Resolution: Enter the appropriate information, then press the PF key.

PLEASE ENTER A/C ON LINE

Probable Cause: PF1/13 was pressed, but no action was specified.

Suggested Resolution: Enter **A** to approve or **C** to cancel in the A/C field to the left of the desired transaction.

A REASON FOR CANCELLATION MUST BE ENTERED

Probable Cause: A cancel was specified, but no reason was specified.

Suggested Resolution: Enter the reason for the cancellation in the Comments field below the transaction being cancelled, up to 78 freeform characters.

SYSTEM ERROR - PLEASE TRY AGAIN

Probable Cause: A system error has occurred.

Suggested Resolution: Contact DTC's Customer Support Center:

- (212) 240-1569 (for Participants in New York City)
- (888) 382-2721 (for Participants outside New York City).

TRANSMISSION ERROR - PLEASE REKEY DATA

Probable Cause: An error occurred during transmission of the last transaction entered.
Suggested Resolution: Reenter the last transaction.

NDWP

[Introduction](#)

[Overview](#)

[When to Use](#)

[Associated Products](#)

[List of Screens](#)

[Procedures](#)

[Entering a Deposit or Withdrawal Instruction](#)

[Cancelling a Deposit or Withdrawal](#)

[Viewing Deposit and Withdrawal Transactions](#)

[Reference](#)

[Main Menu](#)

[Deposit/Withdrawal Instructions Screen](#)

[Participant Cancellation Screen](#)

[Participant Inquiry Screen](#)

[Messages](#)

Introduction

Overview

The Night Deposit/Withdrawal at Custodian Function for Participants (NDWP) is an online facility that allows you to submit or cancel deposit and withdrawal instructions for next business day processing with respect to securities (for example, unit investment trusts) evidenced by a balance certificate registered in the name of DTC's nominee, Cede & Co., and held for DTC by a DTC custodian. Upon the custodian's approval, your position will be updated accordingly.

In approving a deposit instruction, the custodian attests to the existence of the securities that are the subject of the instruction and certifies that it or, if the custodian is not the transfer agent or registrar for the issue, the transfer agent or registrar, has registered the transfer of those securities in the name of Cede & Co. in accordance with the (Balance) Certificate Agreement between itself, the transfer agent or registrar (where applicable), and DTC.

At the close of the business day, all transactions that were not approved or canceled by custodians via the NDWC function will be processed as if they were entered on the next business day via the PDWC function.

DTC offers you the option of selecting a 72-hour pend period for all your deposits, which gives custodians three business days (including the deposit date) to either approve or cancel your transaction before it drops off the system. This option saves you the trouble of having to resubmit a deposit if a custodian takes no action within three days. Call your Relationship Manager to activate this option. Otherwise, all transactions that were not approved or canceled by custodians will be dropped at the close of the business day, and you will have to re-enter them on the following business day.

Note—The 72-hour pend option can not be used selectively on a deposit-by-deposit or on a CUSIP-by-CUSIP basis. You must activate the 72-hour pend feature either for *all* or *none* of your transactions.

When to Use

Participants should use NDWP to enter deposit or withdrawal transactions to be processed on the following business day or within three days (including the deposit date).

NDWP is available on business days from 12:00 a.m. (midnight) to 6:15 p.m. eastern time.

Associated Products

NDWP is used in association with the Deposit/Withdrawal at Custodian (DWAC) product offered by DTC's Deposits and Withdrawal services.

List of Screens

NDWP consists of the following screens:

This screen	Allows you to
Main Menu	Specify whether you want to enter, cancel, or view deposit or withdrawal transactions.
Deposit/Withdrawal Instructions	Enter your deposit or withdrawal instruction.
Participant Cancellation	Cancel a pending deposit or withdrawal transaction.
Participant Inquiry	View deposit and withdrawal transactions that were entered on the current or previous business day.

Procedures

Entering a Deposit or Withdrawal Instruction

Use the following procedure to enter instructions for deposits or withdrawals to be processed on the following business day, or up to three days if your firm has selected the 72-hour pend option.

Note—Before using this procedure, see the [Reference](#) section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

Step	Action
1	Type NDWP on the Enter Function screen and press ENTER. <i>Result</i> —The Main Menu appears.
2	Type 1 in the Option field.

3	<i>Optional.</i> Type Y or N in the Comments field. If you type Y , you will be able to enter comments for your instructions. If you type N , you will not be able to enter comments. The default is Y .
4	Press ENTER. <i>Result</i> –The Deposit/Withdrawal Instructions screen appears.
5	Enter your instruction information in the entry fields provided, then press ENTER to validate. <i>Result</i> –If an error occurs, an appropriate message appears. Correct the error and press ENTER again. <i>Note</i> –You can enter up to five instructions at a time if you entered Y in the Comments field, or 20 instructions if you entered N .
6	Press PF1/13 to transmit your instructions. <i>Result</i> –The message 'Transaction(s) accepted for processing' appears and a confirmation ticket prints on your designated PTS printer.

Canceling a Deposit or Withdrawal

Use the following procedure to cancel a pending deposit or withdrawal transaction. You can cancel pending transactions that were entered on the current day via NDWP. If your firm uses the 72-hour pend option, cancel the deposit or withdrawal via PDWC after the date of the transaction.

Note–Before using this procedure, see the [Reference](#) section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

Step	Action
1	Type NDWP on the Enter Function screen and press ENTER. <i>Result</i> –The Main Menu appears.
2	Type 2 in the Option field.
3	<i>Optional.</i> Type one of the following in the Type field: <ul style="list-style-type: none"> • D: To list deposits only • W: To list withdrawals only. <i>Note</i> –If you leave this field blank, all pending transactions are listed.

4	<i>Optional.</i> To list transactions for a specific security, type a CUSIP in the CUSIP field.
5	Press ENTER. <i>Result</i> –The Participant Cancellation screen appears.
6	Type C in the Cancel field to the left of the transaction you want to cancel, then type the reason for the cancellation in the Comments field below the transaction, up to 78 characters. <i>Note</i> –You can cancel up to three transactions at a time.
7	Press PF1/13 to confirm the entry, then press PF1/13 again to transmit. <i>Result</i> –The message 'Record(s) updated' appears and confirmation tickets are generated for both the participant and the custodian.

Viewing Deposit and Withdrawal Transactions

Use the following procedure to view previously entered deposit and withdrawal transactions. You can only view transactions entered on the current business day via NDWP.

Note–Before using this procedure, see the [Reference](#) section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

Step	Action
1	Type NDWP on the Enter Function screen and press ENTER. <i>Result</i> –The Main Menu appears.
2	Type 3 in the Option field.
3	<i>Optional.</i> To limit the resulting display, enter values in the following fields: <ul style="list-style-type: none"> • Type: Type D or W to list deposits or withdrawals only • CUSIP: Type a valid nine-digit CUSIP number to list transactions for a specific security.
4	Press ENTER. <i>Result</i> –The Participant Inquiry screen appears.

5	<i>Optional.</i> To view the last pend date and comments entered for a transaction, place the cursor on the desired line and press PF3/15. The associated comments (if any) will appear near the bottom of the screen.
---	--

Reference

Main Menu

The Main Menu allows you to select the desired option, and enter search criteria for inquiries.

Sample Screen

```

QAA1          THE DEPOSITORY TRUST COMPANY          MM/DD/YYYY
00002199-99  NIGHT DEPOSIT/WITHDRAWAL AT CUSTODIAN  HH:MM:SS
MAIN MENU

OPTION :      <== REQUIRED
TYPE :
CUSIP :
COMMENTS:

1. DEPOSIT/WITHDRAWAL
2. DEPOSIT/WITHDRAWAL CANCELLATION
3. DEPOSIT/WITHDRAWAL INQUIRY

SELECT DESIRED OPTION, THEN PRESS ENTER

(TYPE: D = DEPOSIT, W = WITHDRAWAL)
(COMMENTS: Y = YES, N = NO)

PF8/20: END FUNCTION   PF9/21: SIGN-OFF

```

Field Descriptions

This field

Allows you to

Part Num

Enter the number of the participant for which you want to enter, cancel, or view transactions.
Note—Group Users only.

Option

Enter one of the following:

- **1:** To enter deposit or withdrawal instructions
- **2:** To cancel pending transactions
- **3:** To view the transactions entered on the current day (to view the previous day's transactions, use

PDWC.

Type	Enter one of the following to specify the type of transaction: <ul style="list-style-type: none">• D: Deposits• W: Withdrawals. <i>Note</i> —Leave blank for option 1.
CUSIP	Enter a CUSIP number to cancel or view transactions for a specific security. <i>Optional.</i> <i>Note</i> —Leave blank for option 1.
Comments	Enter one of the following to indicate whether your transactions will include comments: <ul style="list-style-type: none">• Y: Comments will be included; the resulting screen will include an entry field and allow you to enter up to five transactions at a time• N: Comments will not be included; the resulting screen will allow you to enter up to 20 transactions at a time. <i>Optional. Default: Y.</i>

Deposit/Withdrawal Instructions Screen

The Deposit/Withdrawal Instructions screen appears when you select option 1 on the [Main Menu](#), and allows you to enter deposit and withdrawal instructions. You can enter five instructions at a time if you specified the Comments option, or 20 instructions if you did not specify the Comments option.

Sample Screen

```
EAAC          THE DEPOSITORY TRUST COMPANY          MM/DD/YY
00002199-99  NIGHT DEPOSIT/WITHDRAWAL AT CUSTODIAN    HH:MM:SS
              DEPOSIT/WITHDRAWAL INSTRUCTIONS

D/W          PREVENT          QUANTITY
              PEND           CUSIP  WHOLE  FRAC  COMMENTS
D            999999999  100    TEST TRANSACTION

              PRESS ENTER TO VALIDATE OR PF1/13 TO UPDATE
PF1/13 UPDATE  PF7/19 MENU  PF8/20 END FUNCTION  PF9/21 SIGNOFF
```

Field Descriptions

This field

Allows you to

D/W

Indicate whether this instruction is for a deposit or a withdrawal. Enter **D** or **W**.

Prevent Pend

Prevent the transaction from pending (recycling). Enter a **P**.

Optional.

Note—This applies to withdrawals only. If you do not enter a **P** and you have insufficient position (or collateral monitor, if SDFS), the withdrawal recycles until it is made or dropped.

CUSIP

Enter the security's CUSIP number.

Quantity

Specify the whole share quantity and, if needed, the fractional share quantity to be withdrawn or deposited.

Comments

Enter any applicable comments for the instruction, up to 78 characters.

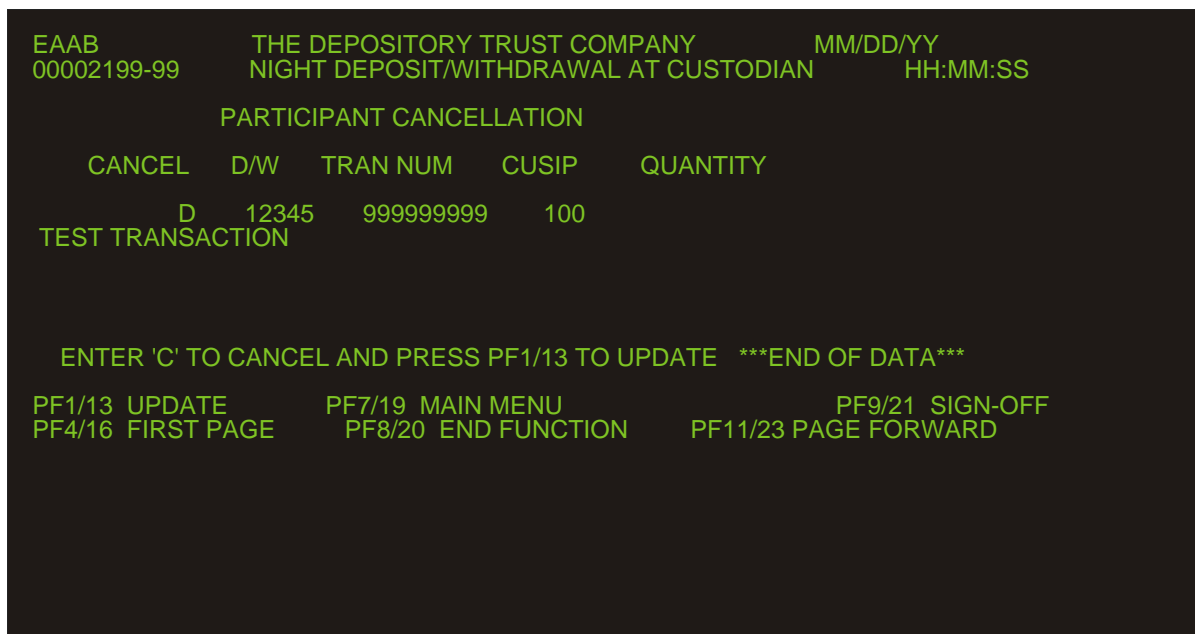
Optional.

Note—This field appears only if **Y** was entered in the Comments field on the [Main Menu](#).

Participant Cancellation Screen

The Participant Cancellation screen appears when you select option 2 on the [Main Menu](#), and allows you to cancel pending deposit and withdrawal instructions you entered on the current business day.

Sample Screen



Field Descriptions

This field	Displays
Cancel	An entry field that allows you to enter a C to the left of the transaction you want to cancel.
D/W	An indicator of whether the transaction is a deposit (D) or withdrawal (W).
Tran Num	The ATP Relative Byte Number for withdrawal transactions that have been processed by ATP. <i>Note</i> —Since night requests are not processed by ATP until the next day, this field will always be blank when viewed via NDWP.
CUSIP	The CUSIP number of the security involved in the transaction.
Quantity	The number of shares.
Comments	An entry field that appears beneath the transaction. The first line displays the comments entered with the original transaction, if any. The second line allows you to enter the reason for the cancellation, up to 78 characters.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF4/16 on the Participant Cancellation screen to access the first page of the display.

Participant Inquiry Screen

The Participant Inquiry screen appears when you select option 3 on the [Main Menu](#), and allows you to view pending transactions.

Sample Screen

```
QAAO          THE DEPOSITORY TRUST COMPANY          MM/DD/YYYY
00002199-99   NIGHT DEPOSIT/WITHDRAWAL AT CUSTODIAN    HH:MM:SS
              PARTICIPANT INQUIRY FOR MM/DD/YYYY     PAGE 1

D/W  CUST NAME          CUSIP  QUANTITY  STATUS
D   CUST NAME          001234567  1    N-DWAC PEND CUST APPROVAL

***END OF DATA***
LAST PEND DT: MM/DD/YYYY
NO COMMENT

PLACE CURSOR NEXT TO LINE AND PRESS PF3/15 TO VIEW COMMENTS

PF3/15 COMMENT  PF5/17 LAST PAGE  PF8/20 END FUNC  PF10/22 PAGE BACKWARD
PF4/16 FIRST PAGE PF7/19 MENU      PF9/21 SIGNOFF  PF11/23 PAGE FORWARD
```

Field Descriptions

This field

D/W

Cust Name

CUSIP

Quantity

Status

Displays

An indicator of whether the transaction is a deposit (D) or withdrawal (W).

The custodian's name.

The CUSIP number of the security involved in the transaction.

The number of shares.

The current status of the transaction:

- N-DWAC PEND CUST APPROVAL: The transaction is pending custodian approval
- N-DWAC APPROVED BY CUST: The transaction was approved by the custodian
- N-DWAC CANCELLED BY CUST: The transaction was canceled by the custodian
- N-DWAC CANCELLED BY PART: The

transaction was canceled by the participant.

Last Pend Dt

The last business day that the custodian can approve or cancel the transaction before it drops from the system and you have to resubmit it. Comments (if any) appear below this field.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Participant Inquiry screen:

This key	Allows you to
PF3/15	View the last pend date and comments for a selected item, if any were entered.
PF4/16	Access the first page of the display.
PF5/17	Access the last page of the display.

Messages

You may encounter the following messages when using the NDWP function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

CUSIP NUMBER IS INVALID

Probable Cause: An invalid CUSIP number was entered.

Suggested Resolution: Enter a valid nine-digit CUSIP number.

CUSIP NUMBER IS REQUIRED

Probable Cause: An attempt was made to process a transaction, but no CUSIP number was supplied.

Suggested Resolution: Enter a valid nine-digit CUSIP number.

ERROR, RC= ' '. NOTIFY NETWORK OPERATIONS

Probable Cause: A system error has occurred.

Suggested Resolution: Contact DTC's Customer Support Center:

- (212) 240-1569 (for Participants in New York City)
- (888) 382-2721 (for Participants outside New York City).

DATA ENTRY NOT COMPLETED ON THIS PAGE

Probable Cause: At least one required field was left blank.

Suggested Resolution: Enter the appropriate information.

INTERNAL DATABASE PROBLEM - CALL NETWORK OPERATIONS

Probable Cause: A system error has occurred.

Suggested Resolution: Contact DTC's Customer Support Center:

- (212) 240-1569 (for Participants in New York City)
- (888) 382-2721 (for Participants outside New York City).

INVALID KEY HIT

Probable Cause: An invalid key was pressed.

Suggested Resolution: Press one of the valid PF keys listed at the bottom of the screen.

NO DATA ENTERED

Probable Cause: A PF key was pressed, but nothing was entered on the current screen.

Suggested Resolution: Enter the appropriate information, then press the PF key.

NON FAST CUSIP

Probable Cause: The specified security is not an issue. Only issues can be entered.

Suggested Resolution: Enter a CUSIP number for a valid issue.

PLEASE ENTER D OR W

Probable Cause: Nothing was entered in the D/W field; entry is required.

Suggested Resolution: Enter **D** for deposits or **W** for withdrawals.

PREVENT PEND MUST BE BLANK FOR DEPOSITS

Probable Cause: **P** was entered in the Prevent Pend field for a deposit transaction, which is not allowed.

Suggested Resolution: Erase the field.

PREVENT PEND MUST BE P OR LEFT BLANK

Probable Cause: An invalid character was entered in the Prevent Pend field.

Suggested Resolution: Enter **P** to prevent the transaction from pending (recycling) or leave the field blank.

THIS ISSUE IS CHILLED AT DTC FOR DEPOSIT

Probable Cause: The issue has been chilled for DWAC deposits.

Suggested Resolution: Contact your Participant Services representative.

THIS ISSUE IS CHILLED AT DTC FOR WITHDRAWAL

Probable Cause: The issue has been chilled for DWAC withdrawals.

Suggested Resolution: Contact your Participant Services representative.

NIVR:

Introduction

Overview

The Night Investors' Voluntary Redemptions (NIVR) function allows you to perform the following activities for transactions you want to process on the next business day:

- Enter request (s) to surrender units for cash value
- Enter requests to surrender units for rollovers
- Save a request (without sending it to DTC) to work on later
- Accept, and have DTC begin processing, a request that was previously saved.
- Cancel a request that was previously saved.

Note- Transfer agents (TAs) can use NIVR to communicate with sponsors about redemptions taking place outside DTC. Follow the procedures for entering redemption requests.

When to Use

Use NIVR when you want to enter, accept or cancel requests for next day processing.

NIVR is available from 8:00 a.m. until 6:00 p.m. eastern time.

List of Procedures:

Accepting or Cancelling a Request

Use the following procedure to accept or cancel a request you previously saved. Accepted requests will process the next business day.

1 Type NIVR on the Enter Function screen and press ENTER.

Result- The Main Menu appears.

2 Type 2 in the **Screen#** field and press ENTER.

Result- The Enter Acceptance or Cancellation of Your Request screen appears displaying all the transactions you can accept or cancel.

3 Type one of the following in the **A/C** field:

- A: to accept the request and have DTC begin processing it
- C: To cancel the request.

Note- DTC will not begin processing a request until you have accepted it. You cannot cancel an accepted request.

4 Press PF1/13.

Result- The message 'Transaction database updated' appears.

Entering a Request

Use the following procedure to enter a cash value request for processing the next business day.

- 1 Type NIVR on the Enter Function screen and press ENTER.

Result- The Main Menu appears.

- 2 Type 1 in the **Screen#** field and press ENTER.

Result- The Enter Your Requests to Surrender Units for Value screen appears.

- 3 Type information in the entry fields provided and press ENTER. You can enter up to four transactions at a time.

Result- If errors occur, an applicable message appears. Correct the error and press ENTER again until the message 'Records validated' appears. Once the information is validated, the transaction type appears in the **Type of Transaction** field.

Note- You cannot modify information after a transaction is validated. If the information you entered was not correct, you must cancel the request (see step 4). You can also press CLEAR, but then you must reenter all the transactions on the screen.

- 4 Type one of the following in the **A/C/S** field:

- A: To accept the request and have DTC begin processing it
- C: To cancel the request
- S: To save the request (without sending it to DTC for processing) to work on later.

Note- DTC will not process a request until you have accepted it. You cannot cancel an accepted request.

- 5 Press PF1/13.

Result- The message 'Transaction database updated' appears.

Entering a Rollover Request

Use the following procedure to enter a rollover requests to be processed on the next business day. You can enter transactions only until the rollover end date.

- 1 Type NIVR on the Enter Function screen and press ENTER.

Result- The Main Menu appears.

- 2 Type 3 in the **Screen#** field and press ENTER.

Result- The Enter Your Transaction Requests for Rollovers screen appears.

- 3 Type the CUSIP number for the units you want to roll over in the **CUSIP** field and press ENTER.

Result- The information from the IVORS Standing Instructions Database that is associated with the CUSIP number appears.

- 4 Type information in the following fields and press ENTER:

- **Quantity:** Type the quantity to be rolled over

- **Prevent Pend:** Type P to prevent the transaction from pending (recycling)
- **Comments:** Type any comments applicable to this transaction
- **Select One (1) Rollover CUSIP:** Type S to the left of the desired rollover CUSIP number.

Result- If an error occurs, an applicable message appears. Correct the error and press ENTER again until the message 'Records validated' appears.

5 Type one of the following in the **A/C/S** field:

- A: To accept the request and have DTC begin processing it
- C: To cancel the request
- S: To save the request (without sending it to DTC for processing) to work on later.

Note- DTC will not process a request until you have accepted it. You cannot cancel an accepted request.

6 Press PF1/13.

Result- The message 'Transaction database updated' appears.

List of Screens:

Enter Acceptance or Cancellation of Your Request Screen

The Enter Acceptance or Cancellation of Your Request screen appears when you choose option 2 on the Main Menu, and allows you to accept or cancel requests you previously saved but did not send to DTC for processing.

Note- DTC will not process requests until you accept them. You cannot cancel an accepted request.

Sample Screen

```

DTC          NIVR PARTICIPANT SCREEN #3 FOR NEXT DAY REQUESTS  DATE: MM/DD/CCYY
QABE        ENTER ACCEPTANCE OR CANCELLATION OF YOUR REQUEST  TIME: HH:MM:SS
00002199-99                                     PAGE: 1

A/C  CUSIP      QUANTITY      TYPE OF TRANSACTION      REMARKS

      45808D746      100.00000 REDEMPTN IN CASH AT TA      TA
COMMENTS

      45808E199      100.00000 REDEMPTN IN CASH AT TA      TA
COMMENTS  TESTING

      45808E215      100.00000 REDEMPTN IN CASH AT TA      TA
COMMENTS

*** END OF DATA ***

ENTER 'A' TO ACCEPT OR 'C' TO CANCEL AND PRESS PF1/13 TO UPDATE
PF7/19 MAIN MENU          PF8/20 END FUNCTION      PF9/21 SIGN OFF

```

Field Descriptions

This field	Displays
A/C	An entry field that allows you to enter A or C to accept or cancel a request.
CUSIP	The CUSIP of the units for the request.
Quantity	The number of units for the request.
Type of Transaction	The type of transaction the sponsor or TA has elected for this issue (redemption or sale).
Remarks	The last activity recorded for the request.
Comments	Comments entered for the request, if any.

Enter Your Requests to Surrender Units for Value Screen

The Enter Your Requests to Surrender Units for Value screen appears when you choose option 1 on the Main Menu, and allows you to enter redemption requests to be processed the next business day.

Sample Screen

```

DTC          NIVR PARTICIPANT SCREEN #1 FOR NEXT DAY REQUESTS  DATE: MM/DD/CCYY
X$V1        ENTER YOUR REQUESTS TO SURRENDER UNITS FOR VALUE  TIME: HH:MM:SS
00002199-99

          PREVENT
A/C/S  CUSIP      QUANTITY      PEND      TYPE OF TRANSACTION

.
COMMENTS
.
COMMENTS
.
COMMENTS
.
COMMENTS
.
PRESS ENTER TO VALIDATE AND SEE TYPE OF TRANSACTION
ENTER 'A' TO ACCEPT, 'C' TO CANCEL OR 'S' TO SAVE AND PRESS PF1/13 TO UPDATE
PF7/19 MAIN MENU          PF8/20 END FUNCTION          PF9/21 SIGN-OFF
    
```

Field Descriptions

This field	Allows you to
A/C/S	Enter one of the following: <ul style="list-style-type: none"> A: To accept the request and have DTC begin

This field	Allows you to
	processing it <ul style="list-style-type: none"> • C: To cancel the request • S: To save the request (without sending it to DTC for processing) to work on later.
CUSIP	Enter the CUSIP number of the units for the request.
Quantity	Enter the quantity of units for the request, up to five decimal places.
Prevent Pend	Enter P to prevent the request from pending (recycling) if there is insufficient position in your account to satisfy the request, or leave blank to allow pending to occur. <i>Optional.</i>
Type of Transaction	View the type of transaction (redemption or sale) the sponsor or TA has selected for this issue.
Comments	Enter freeform text comments (such as customer information), up to 67 characters. <i>Optional.</i>

Enter Your Transaction Requests for Rollovers Screen

The Enter Your Transaction Requests for Rollovers screen appears when you choose option 3 on the Main Menu, and allows you to surrender units for rollovers. You can enter transactions only until the rollover end date.

Sample Screen

```

DTC                NIVR PARTICIPANT SCREEN #3          DATE: MM/DD/CCYY
QAAF              ENTER YOUR TRANSACTION REQUESTS FOR ROLLOVERS  TIME: HH:MM:SS
00002199-99

A/C/S      CUSIP      QUANTITY      PREVENT PEND      MATURITY DATE
          45808D746      .              .              11/08/2000
COMMENTS:
SELECT ONE(1) ROLLOVER CUSIP :
          45808E199      45808E207      45808E215      45808E223
          45808E231

TRANSACTIONS ENTERED:          0  QUANTITY ENTERED:          0.000000
TRANSACTIONS PROCESSED        0  QUANTITY PROCESSED:        0.000000

ENTER S TO SELECT ONE ROLLOVER CUSIP, ENTER QUANTITY PREVENT PEND AND
COMMENTS AND PRESS PF1/13 TO UPDATE
PF7/19 MAIN MENU      PF8/20 END FUNCTION      PF9/21 SIGN-OFF

```

Field Descriptions

This field	Displays
A/C/S	<p>An entry field that allows you to specify one of the following:</p> <ul style="list-style-type: none"> • A: To accept the default transaction type for the request and have DTC begin processing it • C: To cancel the request • S: To save the request (without sending it to DTC for processing) to work on later.
CUSIP	<p>An entry field that allows you to specify the CUSIP number for which you want to enter rollover requests.</p> <p><i>Note</i> -The remaining fields display the associated values from the IVORS database after you press ENTER.</p>
Quantity	<p>An entry field that allows you to specify the share quantity for the request, up to five decimal places.</p> <p><i>Note</i> -Enter this value only after you enter a CUSIP and select one item from the resulting list of rollover CUSIPs.</p>
Prevent Pend	<p>An entry field that allows you to prevent the request from pending (recycling) if there is insufficient position in your account to satisfy the request, or leave blank to allow pending to occur. Enter a P.</p> <p><i>Note</i> -Enter a value in this field only after you enter a CUSIP and select one item from the resulting list of rollover CUSIPs.</p>
Maturity Date	<p>The maturity date.</p> <p><i>Note</i> -This field appears after you enter a CUSIP.</p>
Comments	<p>An entry field that allows you to enter comments for the rollover request.</p> <p><i>Note</i> -Enter this value only after you enter a CUSIP and select one item from the resulting list of rollover CUSIPs. These comments can be very helpful in cases where there is more than one transaction for a specific CUSIP number.</p>
Select One (1) Rollover CUSIP	<p>An entry field that allows you to select from a list of CUSIPs specified as rollover CUSIPs. Enter S to the left of the desired CUSIP number.</p> <p><i>Note</i> -Values appear in this field after you enter a CUSIP. To roll a CUSIP over into more than one rollover CUSIP, you must enter a separate transaction for each.</p>
Transactions Entered	<p>The total number of transactions entered for the specified CUSIP.</p>
Share Quantity Entered	<p>The total share quantity of transactions entered for the specified CUSIP.</p>
Transactions Processed	<p>The total number of transactions accepted and processed for the specified CUSIP.</p>
Share	<p>The total share quantity of the processed transactions.</p>

This field	Displays
Quantity Processed	

Main Menu

The Main Menu allows you to enter the option number of the activity you want to perform.

Sample Screen

```

DTC          INVESTORS' VOLUNTARY REDEMPTIONS & SALES (IVORS)   DATE: MM/DD/CCYY
QABE         NIVR  PARTICIPANT SCREENS                          TIME: HH:MM:SS
00002199-99                                MAIN MENU

PARTICIPANT NUMBER : 00000443
SCREEN #           :           (REQUIRED)

SCREEN # OPTIONS:

#1. TO ENTER YOUR REQUEST(S) TO SURRENDER UNITS FOR VALUE
#2. TO ENTER YOUR ACCEPTANCE OR CANCELLATION OF TRANSACTION
#3. TO ENTER YOUR REQUEST FOR ROLLOVER TRANSACTIONS
#4. TO ENTER YOUR REQUEST FOR INKIND TRANSACTIONS

PLEASE ENTER DESIRED SCREEN #, THEN PRESS ENTER KEY

PF8/20 END FUNCTION  PF9/21 SIGN-OFF

```

Field Descriptions

This field	Allows you to
Participant Number	View your participant number.
Screen#	<p>Enter one of the following option numbers:</p> <ul style="list-style-type: none"> • 1: To enter a request to surrender units for cash value • 2: To accept or cancel a previously saved request • 3: To enter a request to surrender units for rollovers. <p><i>Note</i> -Option 4 is currently unavailable.</p>

Messages

You may encounter the following messages when using the NIVR function. Messages are in alphabetical order, along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
--------------	----------------	----------------------

Message Text	Possible Cause	Suggested Resolution
ENTER VALUES TO VALIDATE	You did not enter the information necessary to submit a request.	Enter the required data.
INTERNAL DATABASE PROBLEM	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
INVALID CHOICE	You tried to select an invalid option.	Select a valid option.
INVALID DATE	You entered an invalid date, or the date is in an invalid format.	Enter a valid date in mmddccyy format.
INVALID KEY PRESSED	You pressed an invalid PF key.	Refer to the key menu at the bottom of the screen and press a valid PF key.
MSTRTBLR ERROR-- NOTIFY STP SUPPORT	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
NOT A FRACTIONAL DENOMINATED SECURITY	You entered a fraction for a security that does not have fractional shares.	Delete the fraction.
PARTICIPANT INVALID ON ATP POSITION INQUIRY	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
PREVENT PEND MUST BE P OR BLANK	You entered an invalid value in the Prevent Pend field.	Enter P in the Prevent Pend field or leave it blank.
QUANTITY MUST BE NUMERIC OR BLANK	You entered an invalid quantity in the Quantity field.	Enter a number or leave the Quantity field blank.
REQUIRED	This appears next to any required field that was left blank.	Enter information in the field.
TEMPORARY STORAGE QUEUE ITEM ERROR	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.

Night Auto Withdrawal-By-Transfer (NWT1):

Overview

The Night Auto Withdrawal-By-Transfer (NWT1) function allows the Participant to enter WT's during the day that are processed by the Auto WT System during the evening.

Successful transactions update the Participant's position the next business day. Transfer Requests (TACFs) are generated for delivery to the Transfer Agent.

All Withdrawal-by-Transfer instructions submitted to DTC are processed through DTC's Registration Syntactical Analysis (RSA) system unless specified to be bypassed at the time of input. The RSA system is a network of programs that analyzes each submitted registration instruction. The primary purpose of RSA is to minimize Transfer Agent rejects or reformatting changes due to errors in the registration instructions submitted by Participants. The programs use a set of guidelines based on the rules of the Securities Transfer Association to determine if the input registration meets basic requirements and, if necessary (and where possible), to reformat the instruction in line with those requirements. The system uses as reference a series of files and tables that contain a vast vocabulary of first and last names, legal registration phrases and abbreviations. For Direct Mail advices, the system also performs address standardization and Zip+4 addition by referencing a U.S. Postal Service-supplied street/city/state listing.

A basic rule of the RSA system is that no registration is rejected by the system itself. If the incoming registration on a Participant's WT request has serious errors, the system may not be able to identify a logical structure and therefore cannot reformat the instruction to meet STA rules. In these cases, the data will be passed along to the Transfer Agent with only basic editing. RSA will not attempt to withhold the record, but will indicate on the Transfer Assignment Control Form that no reformatting was performed.

Participants can elect to bypass RSA processing for certain WT's, enabling Participants to deliberately ensure that these registrations go unaltered.

The system allows the Participant to enter fields used for IPO tracking and fractional share processing.

The system allows Participants to enter fields used for Direct Registration System (DRS) processing. Confirmation tickets are generated for each successful add, change or delete transaction.

How To Access

- 1 Enter 'NWT1' when the Enter Function Prompt Screen appears (Figure 1).

```

####                                D E P O S I T O R Y   T R U S T
MM/DD/YY
##### - ##                          P A R T I C I P A N T   T E R M I N A L   S Y S T E M
HH:MM:SS

ENTER FUNCTION:  NWT1
  
```

Figure 1. NWT1 Enter Function Prompt Screen

- 2 Press the 'ENTER' key to obtain the Night W/T Data Collection Screen (Figure 2).

```

####                                N I G H T   W / T   D A T A   C O L L E C T I O N
MM/DD/YY
#####-##
HH:MM:SS
TRN CD:          QNTY:          FRAC: 00000    TAXPAYER:
TXWH:  CUSIP:    REFERENCE:    DRS IND:
DESCR:
DRS TRAN:        DRS NAME:
AGT ID:          INT CUST:        CORR ACCT:
ASSIGNMENT (NAME / ADDRESS)
1                2
3                4
5                6
DIR MAIL CD:    DIRECT MAIL ADDRESS
1                2
3                4
5                6
FINGERPRINT BYPASS: N  RSA BYPASS: N  CITIZEN/LP:    DMD WITHHOLD: N
UIT CD          UIT CUSIP          ISSUE INSTRUCTIONS
QTY  DENOM  FRAC    QTY  DENOM  FRAC    QTY  DENOM  FRAC    QTY  DENOM
FRAC
PENDING DEL-ORIG DT:          SEQ#          CNTL RCD:          -          DEL
IND:
PF1/13=UPDATE  PF3/15=DEL  PF5/17=REDISPLAY  PF6/18=PREV  PF8/20=END
PF9/12=OFF
  
```

Figure 2. Night W/T Data Collection Screen

- 3 Enter required data in the fields on the Night W/T Data Collection Screen. Refer to the following sections for more information.

How To Add A Transaction

1 Enter the following information on the Night W/T Data Collection Screen ([Figure 2](#)):

- Ptcpt: enter a Participant number of up to eight digits; for Group Users only.
- Trn Cd: enter one of the following; this code is dictated by the Transaction Type:
 - 1: WT transaction with pending option if the Participant has insufficient position or the day of update occurs on the New York cutoff/record date.
 - 2: WT transaction with no pending option.
 - 4: Delete pending. Use this code only to delete pending transactions. Refer to Section 4.07.5, How To Delete, for more information.
- Qnty: for debt issues, enter a maximum 9-digit maturity or principal dollar value to the nearest whole dollar, and for other issue types, enter a maximum 9-digit security quantity.
- Frac: enter the 5-digit fractional share for the security without the decimal; the default is zero.
- Taxpayer: enter the 9-character Social Security number (123456789 format), the 10-character Business ID (XX- XXXXXXXX format) or NRA (Non-resident Alien). If this field is unknown, enter 00-0000000 or 000000000; enter if the Trn Cd field is equal to 1 or 2.
- TXWH: enter one of the following Tax Withholding Codes (TEFRA); optional:
 - Code A: Failure to provide Taxpayer Identification Number (TIN).
 - Code B: Failure to certify TIN.
 - Code C: Notification of incorrect TIN from the Secretary of the Treasury.
 - Code D: Failure to certify backup withholding status.
 - Code E: Voluntary disclosure from payee of affirmative backup withholding status.
 - -Code F: Notification to commence backup withholding from the Secretary of the Treasury for underreporting dividends and/or interest payments.
- CUSIP: enter the 9-digit CUSIP number; this issue must be DTC eligible and not 'chilled'.
- Reference: enter any optional alphanumeric information to identify this transaction. If no data is entered, the system generates the following TACF information:
 - Today's date in YYMMDD format.
 - Time in HH:MM:SS format.
- **Note:** For DRS issues, you must enter the Broker/Dealer Customer Account number; 37 alphanumeric characters can be entered.
- DRS Ind: enter one of the following:
 - S: indicates that the shareholder requests to be registered on the books of

the issuer. The Agent will mail the DRS transaction advice directly to the shareholder.

- C: indicates the shareholder request for a physical certificate to be issued.
- Y: indicates a third party transfer for DRS transactions only.
- X: indicates that the previously submitted or processed WT instructions should be canceled.

Default: S

Note: Participants should be aware that when submitting the 'X' transaction to the Transfer Agent/Issuer to return a previously established position, the Participant is indemnifying the Transfer Agent/Issuer (comparable to providing a letter of indemnity for a physical certificate) to return the investor's DRS position back to the Participant's account at DTC, within 120 days of the initial transaction date.

- DRS Tran: enter the DRS Transaction ID number if the DRS Ind field is set to 'X'; 13 alphanumeric characters can be entered. This field is only for DRS issues.
- DRS Name: enter the Participant or Correspondent name if the DRS Ind field is set to 'S' or 'Y'; 40 alphanumeric characters can be entered. This field is only for DRS issue
- Agt ID: enter the identification number of the custodian bank or prime broker who is responsible for receiving or delivering the securities on behalf of the institution or its customer; enter a maximum of eight digits; for IPO-tracked issues only; optional.
- Int Cust: enter the Agent Internal Account (AIA) number used by the custodian bank or prime broker to identify its clients; enter a maximum of 12 characters; required for IPO-tracked issues.
- Corr Acct: enter the account number used by a clearing broker- dealer or clearing bank to identify its correspondent; enter a maximum of eight digits; for IPO-tracked issues only; optional.
- Assignment (Name/Address): a maximum of six lines of name and address information may be entered. If the Trn Cd is equal to 1 or 2, Lines 1 and 2 must be entered.
- Direct Mail Cd: enter one of the following to indicate if the direct mail facility of DTC or the Transfer Agent is to be used:
 - 0 or Space: no Direct Mail requested.
 - 1: Direct Mail Address copied from the Assignment Address.
 - 2: Third Party Direct Mail Address expected to be entered.
- Direct Mail Address: enter a maximum of six lines of name and address information. If the Direct Mail Cd is equal to 2, Lines 1 and 2 must be entered, otherwise leave blank.
- Fingerprint Bypass: enter Y to bypass checking for duplicate WT transactions. The default is N.
- RSA Bypass: enter Y to bypass the reformatting process. The default is N.

- Citizen/LP (Limited Partnership): enter one of the following:
 - 0: Citizen
 - 1: Alien
 - 2: Limited Partner

The system generates standing instructions that identify the customer as a limited partner, a US citizen or an alien, based on the value entered in the field. This field must be entered if the issue requires a certification of citizenship or limited partnership.

Notes:

1. For DRS issues, you must enter the Broker/Dealer Customer Account number; 37 alphanumeric characters can be entered.
2. If the issue is a communications issue and this field is not filled, the message 'CITIZENSHIP REQ FOR SELECTED COMM ISSUE' appears.
3. The Limited Partnership Certification Language Screen appears if 2 is entered in the Citizenship/LP field (Figure 3).



Figure 3. Limited Partnership Certification Language Screen

- UIT CD (Unit Investment Trust Code): enter one of the following to indicate the transfer code for Unit Investment Trust processing:
 - 1: All cash principal
 - 2: Principal and interest
 - 4: Principal only
 - 5: Interest only
- UIT CUSIP (Unit Investment Trust CUSIP): enter the CUSIP number of the reinvestment fund to select when there is more than one fund to choose from. This CUSIP does not have to be DTC-eligible and may be entered if the Unit Investment Code is equal to 1, 2, 4 or 5.
- Issue Instructions: Qty, Frac and Denom: enter a maximum of ten sets of the numeric quantity, fractional share and denomination in their respective data fields. The sum of each set must be equal to the quantity; the default is zero; optional.
- Pending Del-Orig Dt: enter this date when the Trn Cd field is set to 4, otherwise leave blank. This date contains the original date of the transaction being deleted from the Pending File; enter in MMDDYY format.
- Seq#: enter this if the Trn Cd field is set to 4, otherwise leave blank. This number,

found on the AWTI function (Section 2.31), contains the sequence number of the original transaction which caused this item to 'PEND'.

To Add More Than One Record with Similar Information:

- 2 Press the 'PF5/17' key to recall a previous transaction.
- 3 Change the data fields that are not common to the previous transaction.

To Complete An Addition:

- 4 Press either:
 1. 'ENTER' key to validate the data.
 2. 'PF1/13' key to update the system.

Notes:

1. If errors occur after pressing the 'ENTER' or 'PF1/13' key, an appropriate error message appears on the screen. Refer to the [Messages And Corrections](#) section for further information.

Enter the correct data in the fields in error and press the 'ENTER' or 'PF1/13' key. The message 'FIELD ENTRIES ARE ERROR FREE - PF1 TO PERFORM ADD' appears if the 'ENTER' key was pressed and no errors occurred.

2. If no errors occurred after pressing the 'PF1/13' key, the message 'RECORD ADDED' appears and a confirmation ticket labelled 'ORIGINAL RECORD' is generated.

- 5 Press either:
 1. 'PF8/20' key to change the function.
 2. 'PF9/21' key to end the processing session.

How to Delete

To Delete A Record The Same Day It Was Input:

- 1 Enter the following information on the Night W/T Data Collection Screen ([Figure 2](#)).
 - Cntl Rcd: enter the Control Record number retrieved from the generated ticket. The format is eight characters, a dash and three characters (e.g., 12345678-123); valid characters are 0 through 9 and A through F.
 - Del Ind: enter X.
- 2 Press either:
 - 'ENTER' key to validate the data and view the desired record before deleting it.
 - 'PF3/15' to validate the data and delete the record. If no errors occur, the message 'RECORD DELETED' appears on the screen.

Notes:

1. If errors occur after pressing the 'ENTER' or 'PF3/15' key, an appropriate error message appears on the screen. Refer to the [Messages And Corrections](#) section for further information.

Enter the correct data and press the 'ENTER' or 'PF3/15' key. The message 'RECORD EXISTS - PF3 TO PERFORM DELETE' appears if the 'ENTER' key was pressed.
2. If no errors occurred after pressing the 'PF3/15' key, the message 'RECORD DELETED' appears. The record is deleted and a confirmation ticket labelled 'DELETED RECORD' is generated.

To Delete A Pending Record (Add A Delete To A Pending Transaction):

- 3 Enter the following information on the Night W/T Data Collection Screen ([Figure 2](#)).

This information should be entered exactly as it appears on the Automated Withdrawal-By-Transfer Pending Screen. Refer to Section 2.31 for further information about the AWTI function:
 - Trn Cd: enter Transaction Code 4.
 - Qnty: for debt issues, enter a maximum 9-digit maturity or principal dollar value to the nearest whole dollar, and for other issue types, enter a maximum 9-digit security quantity.
 - CUSIP: enter the 9-digit CUSIP number
 - Reference: enter the number retrieved from the Original Record ticket previously generated or the Automated Withdrawal-By- Transfer Pending Screen AWTI (the Unique Identification number). Refer to Section 2.31 for further information about the AWTI function.
 - Pending Delete Original Date: enter in MMDDYY format.
 - Sequence Number: enter the 5-digit number found on the Automated Withdrawal-By-Transfer Pending Screen AWTI

4 Press either:

- 'ENTER' key to validate the data.
- 'PF1/13' key to validate the data and delete the pending record. If no errors occur, the message 'RECORD ADDED' appears on the screen.

Notes:

1. If errors occur after pressing the 'ENTER' or 'PF1/13' key, an appropriate error message appears on the screen. Refer to the [Messages And Corrections](#) section for further information.

Enter the correct data and press the 'ENTER' or 'PF1/13' key. The message 'PF1/13 TO PERFORM ADD' appears if the 'ENTER' key was pressed and no errors occurred.

2. If no errors occurred after pressing the 'PF1/13' key, the message 'RECORD ADDED' appears and a confirmation ticket labelled 'DELETION ADDED' is generated.

5 Press either:

- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

Messages And Corrections

Message	Reason	Corrective Action
AT LEAST 2 DIRECT MAIL ADDRESS LINES REQUIRED	The Participant must enter at least two lines of direct mail name and address information if the Mail Code is equal to 2.	Enter the direct mail name and address information.
AT LEAST 2 ASSIGNMENT LINES REQUIRED	The Participant must enter at least two lines of name and address information.	Enter the name and address information.
CHILLED SECURITY	The Participant entered a CUSIP number that cannot be withdrawn physically by transfer.	Enter a new CUSIP number.
CITIZENSHIP / PARTNERSHIP INDICATOR REQUIRED	The Participant did not enter a 0, 1 or 2 in the Citizenship/Partnership field.	Enter 0, 1 or 2 in the Citizenship/Partnership field.
CITIZENSHIP / PARTNERSHIP NOT REQUIRED	Self-explanatory.	No action needed.
INVALID CITIZENSHIP / PARTNERSHIP INDICATOR	The Participant entered the incorrect indicator in the Citizenship/Partnership field.	Enter 0, 1 or 2 in the Citizenship/Partnership field.
COMMUNICATIONS INDUSTRY ISSUE	The Participant entered a communications industry issue.	Submit a hardcopy TACF and Citizenship Certification to DTC.
COMMUNICATIONS INDUSTRY ISSUE - MUST SUBMIT HARDCOPY	The Participant must submit copies of any legal documents for a communications industry issue.	Submit hardcopy documents to DTC for communications industry issues.
CUSIP REQUIRED	The Participant did not enter the CUSIP number.	Enter the CUSIP number.
CUSIP IS NOT ELIGIBLE FOR DRS	The Participant entered a CUSIP number that is not a DRS CUSIP.	Enter a DRS-eligible CUSIP number.

Message	Reason	Corrective Action
DATA ERRORS FOUND	One or more errors were found throughout the optional data fields; these errors are highlighted.	Correct the errors and re-enter the data.
DELETION INDICATOR MUST BE BLANK FOR ADD AND CHANGE REQUESTS	Self-explanatory.	Erase or enter spaces in the Del Ind field. Press the 'ENTER' or 'PF1/13' key.
FED FORM REQ	The Participant entered a Federal Reserve Bank Issue CUSIP number.	Enter a new CUSIP number.
FIELD ENTRIES ARE ERROR FREE -- PF1 TO PERFORM ADD	Self-explanatory.	Press the 'PF1/13' key to add the record.
FIELD ENTRIES ARE ERROR FREE -- PF1 TO PERFORM CHANGE	Self-explanatory.	Press the 'PF1/13' key to change the record.
FROZEN SECURITY	The Participant entered a CUSIP number that was 'frozen' by DTC.	Enter a new CUSIP number.
INELIGIBLE CUSIP	The Participant did not enter a DTC-eligible CUSIP number.	Enter a new CUSIP number.
INVALID CONTROL NUMBER	The Participant did not enter a valid control number.	Check the previously entered Add/Change ticket and re-enter the control number.
INVALID CONTROL NUMBER IDENTIFIER	Self-explanatory.	Check the previously entered Add/Change ticket and re-enter the control number.
INVALID CUSIP	Self-explanatory.	Enter X in this field.
INVALID DELETION INDICATOR	Self-explanatory.	Enter X in this field.
INVALID FUNCTION	The Participant entered an invalid function.	Enter a valid function.
INVALID KEY PRESSED	Self-explanatory.	Press a valid key.
INVALID ORIG DATE	Self-explanatory.	Enter a valid original date.

Message	Reason	Corrective Action
INVALID PARTICIPANT NUMBER	Self-explanatory.	Enter a new Participant number.
INVALID QUANTITY	The value must be greater than zeroes or the bond size was exceeded.	Enter a valid quantity.
INVALID TAXPAYER IDENT	Self-explanatory.	Enter the Taxpayer ID in 99999999, NRA OR 99-9999999 format.
INVALID TRANSACTION CODE	Self-explanatory.	Enter a new transaction code.
ISSUE INSTRUCTIONS OUT OF BALANCE WITH PRIME QUANTITY.	The sum of the entered quantity/denomination pairs must be equal to the prime quantity.	Verify the information entered and make any needed changes.
NOT ELIGIBLE FOR SAME DAY FUND SETTLEMENT	The Participant entered a CUSIP number that was a Same-Day Funds issue but the Participant is not eligible for Same-Day Funds.	Enter a new CUSIP number.
ORIG DATE MUST BE NUMERIC	Self-explanatory.	Enter a numeric date.
ORIG DATE REQUIRED	The Participant did not enter the original delete date	Enter the original delete date.
PARTICIPANT IS INELIGIBLE FOR GROUP NUMBER	Self-explanatory.	Enter an eligible Participant number.
PLEASE ENTER 'S', 'C', 'Y', OR 'X'	The Participant did not enter an indicator in the DRS Ind field.	Enter S, C, Y, or X in the DRS Ind field.
PLEASE ENTER CUSTOMER TRANSACTION ACCOUNT NUMBER	The Participant did not enter the Customer Transaction Account number.	Enter the Customer Transaction Account number in the Reference field.
PLEASE ENTER PARTICIPANT OR CORRESPONDENT NAME	After entering S or Y in the DRS Ind field, the Participant did not enter the Participant or Correspondent name in the DRS Name field.	Enter the Participant or Correspondent name in the DRS Name field.

Message	Reason	Corrective Action
PLEASE ENTER TRANSACTION ID NUMBER	After entering X in the DRS Ind field, the Participant did not enter the Transaction ID number in the DRS Tran field.	Enter the Transaction ID number in the DRS Tran field.
QUANTITY MUST BE NUMERIC	The Participant entered a non- numeric quantity.	Enter a numeric quantity.
QUANTITY REQUIRED	The Participant did not enter the quantity.	Enter the quantity.
RECORD ADDED	Self-explanatory.	No action needed.
RECORD CHANGED	Self-explanatory.	No action needed.
RECORD DELETED	Self-explanatory.	No action needed.
RECORD EXISTS -- PF3 TO PERFORM DELETION	Self-explanatory.	Press the 'PF3/15' key to delete the record.
RECORD REQUESTED DOES NOT EXIST	Self-explanatory.	Re-enter the control number from the previously entered Add/Change ticket.
REFERENCE IDENT REQUIRED	The Participant did not enter a reference description.	Enter the reference description.
SECURITY NOT ELIGIBLE FOR FRACTIONAL SHARE PROCESSING	Self-explanatory.	Enter a quantity value to the nearest dollar.
SEQUENCE NUMBER MUST BE NUMERIC	Self-explanatory.	Enter a numeric sequence number.
SEQUENCE NUMBER REQUIRED	The Participant did not enter a sequence number.	Enter the sequence number.
TAXPAYER IDENT REQUIRED	The Participant did not enter the Taxpayer ID.	Enter the Taxpayer ID.
THERE ARE NO PREVIOUS DRS WT'S TO CANCEL	The Participant tried to cancel a WT that does not exist.	Rekey or enter another selection.
TRANSACTION CODE MUST BE NUMERIC	The Participant entered a non- numeric transaction code.	Enter a numeric transaction code.
TRANSACTION CODE REQUIRED	The Participant did not enter a transaction code.	The Participant did not enter a transaction code.

Message	Reason	Corrective Action
TRANSMISSION ERROR - REKEY DATA	A system problem occurred.	Re-enter the lost data.
USE PF1 TO COMMIT ADD OR CHANGE TRANSACTION -- HIT ENTER KEY TO RESUME	The 'PF1/13' key was pressed during delete processing.	Press the 'ENTER' key to refresh the screen and resume processing.
USE PF3 TO COMMIT DELETE TRANSACTION ENTER KEY TO RESUME	The 'PF3/15' key was pressed during add/change processing.	Press the 'ENTER' key to refresh the screen and resume processing.
USER UNAUTHORIZED FOR CONTROL RECORD REQUESTED -- RESELECT	An attempt was made to access a record created by another signon Participant.	Re-key or make another selection.