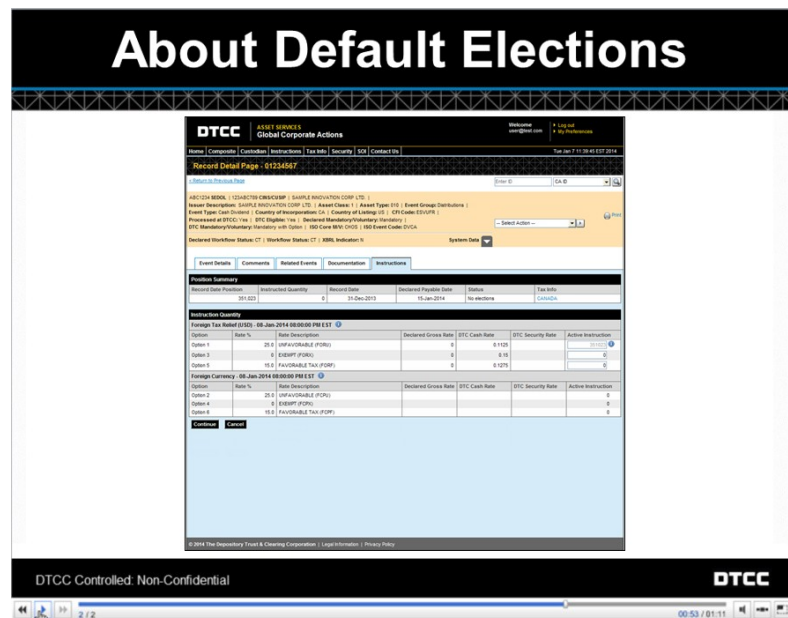


## ASSET SERVICES

### ABOUT DEFAULT ELECTIONS



For services other than Optional Dividends, eligible positions will appear under the Default Rate when the instruction window opens. This Default Rate represents the least favorable rate.

Based on the client's tax status, you may instruct and move position to a more favorable rate.

If you do not make any elections during the election window, or only instruct on part of the record date position, then any unelected quantity will automatically be applied to the default option upon the instruction cutoff.

However, you can choose to instruct on the default. This ability for you to actively elect the default, rather than passively accepting it at cutoff, is a way for you to indicate that an instruction has been made.

The default rate appears grayed out in the Active Instruction area of the event's Record Detail page. Mouse over the blue Information circle. You'll see that this is marked as the Default option.

Click **Continue** at the bottom of the page without changing any instruction amounts. By doing so, you're instructing on the default.

Enter your Submitter Information for the audit trail and click **Submit Election**.

Once you complete submitting the instruction, it will be marked as "Instructed" on your Overview page.

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**Doc Date:** November 2020

**Publication Code:** CA202

**Service:** Asset Services

**Title:** About Default Elections

## FOR MORE INFORMATION

Email DTCC Learning at:

[CoreLearning@dtcc.com](mailto:CoreLearning@dtcc.com)

or visit us on the web at:

[www.dtccllearning.com](http://www.dtccllearning.com)