



STATUTORY DEPOSIT ACCOUNT PROGRAM ARIZONA DEPARTMENT OF INSURANCE

Welcome to U.S. Bank's Statutory Deposit Account Program for the Arizona Department of Insurance (ADOI). Following is an overview of the custodial services program:

INCOME DISTRIBUTION

Income payments received from your securities will automatically sweep to the **First American Government Obligations Fund Class Y Shares (Money Market Fund)**, NAIC approved, NAIC 1.

U.S. Bank distributes such income **quarterly** on the first business day of January, April, July, and October. You have the option of receiving this income by check (\$10 fee) or wire transfer (\$20 fee).

ACCOUNT STATEMENTS/ONLINE SERVICES

You may retrieve U.S. Bank statements reflecting security positions and transaction activity in your accounts either monthly or quarterly via TrustNow Essentials. Please contact us if you wish to obtain online access.

ADDRESS OF RECORD

U.S. Bank maintains only **one** mailing address for your account. All notices, statements, checks, and invoices mailed from U.S. Bank relating to your account will be delivered to this single address of record.

SECURITY DEPOSITS

To deposit cash/securities into your account, complete a Security Deposit Form E125. Please ensure that the security meets the eligibility requirements per **Appendix A** to the E003, Custody Agreement. Send the E125 form to U.S. Bank.

After approval, U.S. Bank will call your company's contact individual to confirm authorization for delivery.

All substitution requests must be accompanied by a Security Release Form E126. Additional deposits should be clarified on the form.

SECURITY RELEASES

To request a release of cash/securities from your account, complete a Security Release Form E126, and submit to U.S. Bank. Verification of Minimum Account Balance requirements will be completed before your request is processed. Complete the type of release requested on each form.

INVESTMENT SERVICES

You can purchase replacement securities through U.S. Bank's Money Center. Speak to your Account Manager if you are interested in using our investment services.

CONTACTING U.S. BANK

If you should have any questions please call between the **hours of 8:00 am and 5:00 pm PT, Monday-Friday**. You can contact U.S. Bank in writing, e-mail, fax, or by phone at the address and numbers listed below.

U.S. Bank Institutional Trust & Custody
111 SW 5th Avenue, 6th Floor
Portland, OR 97204
Toll Free: **1-800-574-7230 Option 4**
Fax: 1-888-550-7152
Email: ADOI.requests@usbank.com
Attn: Angel Almendarez, Account Manager

ACCOUNT MAINTENANCE

It is important that you keep your contact information and address up to date. Please use a new **Client Data Form** to inform U.S. Bank of the following changes:

- **Your primary contact person, phone, fax number, or e-mail address**
- **Your company's mailing address**
- **Your account's authorized signers**

U.S. Bank only relies upon instruction from ADOI concerning company name changes, mergers or liquidations.

AUDIT CONFIRMATION REQUESTS

Please send any audit confirmation requests or verifications of deposit requests to the email address above. Please try to limit these requests to once per year.

FEES

U.S. Bank invoices the securities deposit accounts semi-annually for periods ending January 31 and July 31. Note that failure to submit payment within 45 days will result in a Late Payment Charge of \$50.

Please retain this sheet for future reference