

(November 26th, 2018)

Securities Registration & Deposit Instructions

When reporting securities, please remember that your report is not complete until you provide evidence of the property being transferred into the ownership of the State of West Virginia. The required evidence depends on the type of security and how it will be delivered to the State. Two days prior to delivery, you MUST E-mail an intent to deliver to our custodian – see instructions below.

All Book Entry eligible shares MUST be delivered through DTC, DRS or DWAC (if not DTC participant) as follows:

DTC # 901
Agent Bank # 26500

Reference: State of West Virginia
Acct # 388508

Two business days prior to actual delivery, we request an excel list of the securities, including cusip numbers, number of shares, issue names, and the delivering party's DTC participant number. Please email the list to UPCH.Custody@avenuinsights.com and fax to (304)340-1502, attention Receipts Department.

Register and deliver Physical Certificates ONLY if unable to deliver through DTC, DRS or DWAC:

State of West Virginia
FEIN # 55-6000814
The Depository Trust Company
570 Washington Blvd – 5th Fl
Jersey City, NJ 07310
Attn. BNY Mellon/ Branch Deposit Department/Account # 388508 – State of West Virginia

Acct # 388508

Please note: Physical certificates *will be returned* if DTC, DWAC, or DRS eligible. If physical certificates are returned, penalties may be assessed if not corrected by November 1st.

Two days prior to actual delivery, we request an excel list of the securities, including cusip numbers, number of shares, issue names, certificate #s and the delivering party's information. Please email the list to UPCH.Custody@avenuinsights.com

Open-End Mutual Funds

Please register open-end mutual fund accounts held for the State of West Virginia in the name of MAC & CO. 48-72 hours prior to delivery please email your request to UPCH.Custody@avenuinsights.com to obtain a unique account numbers for mutual fund deliveries.

If the fund chooses to establish a new account number and register Mutual Funds as indicated below please provide a detailed list 2 business days in advance at UPCH.Custody@avenuinsights.com. The list should contain the CUSIP #, name of fund, share amount, and account number at the fund. Accounts should be set up to pay dividends in cash.

MAC & CO.
Account # 388508
Tax ID 23-6019000

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C/O State of West Virginia
Attn: Mutual Fund Operations
500 Grant Street
Room 151-1010
Pittsburgh, PA 15258

NOTE: It is important that the registration reference account number 388508. This identifies the fund as belonging to the State of West Virginia.

Please send interested party statements for Open-End Mutual Fund accounts to the following:
Conduent State and Local Solutions
Custody Department
100 Hancock Street, 10th Floor
Quincy, MA 02171

A confirmation statement showing the ‘State of West Virginia’ as the owner of the shares must accompany your Report of Unclaimed Property, in order for your report to be complete.

Dividend Reinvestments Plans (DRP) & Closed-End Funds

Close accounts and forward whole shares via DTC (See DTC instructions above).
Fractional shares must be sold at the owner level and money applied to each individual owner.
Please include the original check with your Report of Unclaimed Property.

For Foreign Securities

Please contact our securities custodian for instructions:
Conduent State and Local Solutions
Email: UPCH.Custody@avenuinsights.com

For Federal Reserve Securities

Please deliver as follows:
Federal Reserve Bank of New York
ABA#0210-0001-8
Bk of NYC/CUST
Account # 388508
Account Name: State of West Virginia