



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

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Division of Executive Budget and Finance
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TO: Banks, Insurance Companies, and Care Management Organizations

FROM: Becky Markgraf
State Controller's Office
Madison, WI
Phone: (608) 266-7595
Fax: (608) 264-9300
Email: becky.markgraf@wisconsin.gov

SUBJECT: General Guidelines for Securities Pledged to State of Wisconsin

Attached are current, updated guidelines for pledging securities to the State of Wisconsin. Please pass this information along to anyone who will be involved in replacement of current securities so they are aware of the guidelines.

If there are any changes in names and addresses, or if there is a certain person we should be contacting or sending our correspondence to, please send the information to us so that we can update our records.

In order to make the process run smoothly and quickly; we want to remind everyone that they must contact us first when replacing any securities. *USBank* cannot process new securities without an approval from the State Controller's Office. If you send the request to *USBank* they will forward it to us, and this will delay your request.

Requests for certification(s) should be sent directly to the State Controller's Office. There is a \$1.00 fee per certification greater than 10 copies. An invoice will accompany the certification.

If you are opening a new account, please mail, email or fax us a letter with:

1. the exact name and address of the company,
2. the name and phone number of the contact person,
3. the wire instructions (**on company letterhead**) where you want your interest and securities sent, and
4. the amount, name, interest rate, due date, and cusip number of the security you are sending.

If you have any questions, feel free to call us anytime. Thank you for your cooperation in this matter.

Fees (as of 5-31-2014)

The Company is responsible for all security transaction charges associated with pledging securities to the State of Wisconsin. The Custodian will reduce the income generated from the pledged securities based on the following fee schedule:

<u>Type of Transaction</u>	<u>Amount</u>	<u>Frequency</u>
Safekeeping	\$16.00	Per Issue (Semiannual Charge)
Wire Charge	\$10.00	Per Wire
DDA Transfer or Check	\$5.00	Per Transfer or Check Issued
Trust to Trust Transfer	\$5.00	Per Entry
Security Book-Entry Transaction In	\$20.00	Per Security Received
Security Book-Entry Transaction Out	\$20.00	Per Security Delivered
Physical Security Movement In	\$30.00	Per Security Received
Physical Security Movement Out	\$30.00	Per Security Delivered

GUIDELINES

Confirmation of your holdings:

Write: **STATE CONTROLLER'S OFFICE, PO BOX 7932, MADISON WI 53707-7932**
Fax: **608 264-9300**

Income and/or maturity remittance:

Will be wired on or after payable date, depending upon type of funds (collected or uncollected)

Substitution of Securities or Adding New Securities:

Contact Becky Markgraf to make arrangement at least 5 days in advance of expected date of exchange. The request needs to be provided **in writing** via fax or email at becky.markgraf@wisconsin.gov. Please provide the security and the substitute security details including the amount, name, interest rate, due date, and cusip number.

If you **DO NOT** get a response everything is approved and you may go ahead with the exchange.

Acceptable Securities:

Insurance Companies and Care Management Organizations

FED Eligible

US Treasury Bills
US Treasury Notes (**NO ZERO COUPON**)
US Treasury Bonds (**NO TIPS**)
FNMA's (without pay downs)
GNMA's (without pay downs)
FHLB
FFCB

DTC Eligible

Municipal Bonds (anywhere in US or Canada) (**NO ZERO COUPON**)
US Bank, Milwaukee CD (CD's are FDIC insured up to \$250,000)

Banks

FED Eligible

US Treasury Bills
US Treasury Notes (**NO ZERO COUPON**)
US Treasury Bonds (**NO TIPS**)
FNMA's (without pay downs)
GNMA's (without pay downs)
FHLB
FFCB

DTC Eligible

Municipal Bonds (only State of Wisconsin Bond or Wisconsin Municipalities, with maturity of 5 years or less) (**NO ZERO COUPON**)
US Bank, Milwaukee CD (CD's are FDIC insured up to \$250,000)

SECURITY DELIVERY INSTRUCTIONS FOR CUSTODIAN

For Account Name: State of Wisconsin Pledged

Account Number: 000018814000

To deposit any DTC-eligible security into a U.S. Bank Trust account:

Instruct current custodian to deliver to: The Depository Trust Company
Participant Account 2803
For credit to account name and number referenced above

To deposit any Fed-eligible or book-entry GNMA issues:

Instruct current custodian to deliver to: Federal Reserve Bank of Cleveland
For: U.S. Bank, N.A., Trust
ABA 042-000-013
1050/TRUST
For Account Number: 000018814000
For Account Name: State of WI Pledged Cust

Incoming Wire Transfer Instructions

Please notify Lynda Arndt via email at Lynda.arndt@usbank.com or phone 414-765-6743 of the wire transfer. Also, please state why the wire is being sent (example: purchase CD). Wires should be received at US Bank no later than 12:30 p.m. Central Standard Time for guaranteed same-day processing and investment.

Wire should be sent to:

US Bank, N.A.
ABA #075000022
60 Livingston Ave., St. Paul, MN 55107
For credit to: Account No. 192074722
US Bank IT&C MK-WI-T15C, Attn Lynda Arndt
For further credit to: State of Wisconsin Pledged Account
Account #000018814000