Required Information for Client Conversion

1. Certificates of Deposit
   a. If you have *QwickRate Statements* please submit and indicate if the holdings are brokered or non-brokered
   b. If you have *SimpliCD Statements* please submit and indicate if the holdings are negotiable or jumbo CD’s
   c. For all information provided make sure the following is included:
      - Cusip
      - Description (Issuer)
      - Purchase Date
      - Quantity
      - Purchase Price (If not bought at par)
      - Maturity
      - Coupon Rate
      - First Payment Day – *This date will establish the payment schedule*
      - Interest Received Frequency – *How often payments are received throughout the year (Ex: Monthly; Quarterly; Semi-Annually; Yearly; At Maturity)*
      - Day Count – *Accrual schedule in terms of Days per Month/Days per Year (Ex: 30/360; Actual/365)*

2. Securities
   a. Cusip
   b. Trade & Settle Dates
   c. Purchase Quantity and Price
   d. FAS 115/ASC 320 Intent – *Available for Sale, Held to Maturity or No Designation*
   e. Current Book Value (As of Month End)
   f. Accrued Interest (As of Month End)

3. Trades (Following Conversion)
   a. Buy or Sell
   b. Cusip
   c. Price & Quantity
   d. Trade & Settle Dates
   e. FAS 115/ASC 320 Intent – *Available for Sale, Held to Maturity or No Designation*
   f. Certificate of Deposit
      i. Maturity
      ii. Coupon Rate
      iii. First Payment Day – *This date will establish the payment schedule*
      iv. Interest Received Frequency – *How often payments are received throughout the year (Ex: Monthly; Quarterly; Semi-Annually; Yearly; At Maturity)*
      v. Day Count – *Accrual schedule in terms of Days per Month/Days per Year (Ex: 30/360; Actual/365)*
      vi. Description (Issuer)
   g. Please indicate if a Certificate of Deposit or Negotiable Certificate of Deposit was Brokered