



## DELIVERY INSTRUCTIONS – WELLS FARGO BANK N.A.

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**NOTE: These instructions are for securities transfer ONLY. Please do not send remittance payments to this account.**

### DTC BOOK ENTRY INSTRUCTIONS

DTC Number: 2027

Agent Number: 94866

Wells Fargo Account Number: 13487030

Wells Fargo Client Account Name: State of Minnesota Unclaimed Property

### FED BOOK ENTRY

WF SF/TRUST

ABA: 121000248

Wells Fargo Client Account Number: 13487030

Wells Fargo Client Account Name: State of Minnesota Unclaimed Property

### PHYSICAL DELIVERY INSTRUCTIONS

Wells Fargo Institutional Trust Services

Building 68

550 South 4<sup>th</sup> St

MAC : N9310-090

Minneapolis, MN 55415

Wells Fargo Client Account Number: 13487030

Wells Fargo Client Account Name: State of Minnesota Unclaimed Property

### DIRECT REGISTRATION INSTRUCTIONS

Wells Fargo Bank, N.A. FBO

State of Minnesota Unclaimed Property

PO Box 1450, WF9919

Minneapolis, MN 55485

TIN# 94-1347393

Wells Fargo Client Account Number: 13487030

Wells Fargo Client Account Name: State of Minnesota Unclaimed Property

## WIRE TRANSFER INSTRUCTIONS

Wells Fargo Bank, N.A.

ABA: 121000248

BNF= Trust Wire Clearing

BNFA= 0000840245 (\*\*\*) Must use full 10 digits(\*\*\*)

OBI= FFC to: Wells Fargo Client Account Number: 13487030

Wells Fargo Client Account Name: State of Minnesota Unclaimed Property  
and any additional references to assist in wire identification

## MUTUAL FUND TRANSFER INSTRUCTIONS

Please contact Wells Fargo Bank N.A. at 866-913-2778, option 1 to establish mutual fund accounts to transfer unclaimed positions.

\*\*The information below will be used to establish mutual fund accounts for fund companies that are NOT currently Networking with #2027- Wells Fargo Bank N.A. If you have questions please call Wells Fargo Bank at 866-913-2778, option 1 prior to taking action.

In the event that the reported shares cannot be transferred delivered directly to our trust account then contact our office at 651-539-1545 for instructions on remitting the shares into our custody.

### Wire Instructions:

Wells Fargo Bank NA

ABA #121000248

Beneficiary A/C # 0484211149

Beneficiary A/C Name: Mutual Fund Clearing

Beneficiary A/C Name: Mutual Fund Clearing

OBI: FFC WF A/C # 13487030, State of MN

(Fund # & Fund name)

### ACH Instructions:

Wells Fargo Bank NA

ABA # 091000019

Checking Account # 630013487030

**DRP ACCOUNTS:** Dividend Reinvestment Plan (DRP) accounts should be closed and full shares must be delivered via DTC. Fractional shares must be sold and the proceeds should be included with your annual remittance. Do not total fractions for all owners prior to sale. When reporting proceeds from fractional shares, the cash value should be reported as cash for fractional shares for each individual owner.

**NON-TRANSFERABLE STOCK:** Do not report non-transferable or chilled securities. Contact our office if you are uncertain whether a security should be delivered based on this criteria. If they become transferable, report and remit the shares at that time. You will not be penalized for late reporting in these situations.

**CORPORATE ACTIONS:** If there is a pending corporate action, do not report or remit the shares until the action is completed. If the report has been submitted showing original shares, it will need to be amended to reflect what is delivered to our custodial account. No extension request is required in the case of a corporate action but a letter of explanation should be included with the report.

**PHYSICAL SECURITIES:** Physical securities are only accepted if shares cannot be delivered electronically to the State's custodian. All certificates must be registered to State of Minnesota Unclaimed Property Program as shown in delivery instructions below and mailed directly to the custodian.

**MUTUAL FUNDS:** Delivery instructions below include contact information to establish fund account numbers directly with our custodian. You may also request fund account numbers by email at [holder.unclaimed@state.mn.us](mailto:holder.unclaimed@state.mn.us). Provide the fund name, CUSIP, ticker symbol and number of shares to be delivered when requesting fund account numbers. All mutual funds reported to our office.

**REPORTING RESPONSIBILITY:** It is the Holder's obligation to ensure that reported shares are transferred into our custody successfully. If a transfer agent is acting on behalf of the Holder and fails to remit the shares to our trust account, the liability remains with the Holder. If a transfer agent is unable to initiate DTC deliveries to our custodial account then a list of securities to be reported will need to be delivered to our office prior to submitting any related reports. \*If you do not have owner names, please list the owner as "Unknown" and furnish as much information as possible from your files. List the dates of the check and their corresponding check numbers, any addresses, SSN's, account numbers, co-owners, or remitters, if known.