THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
1 Centre Street, Room 200 South
New York, New York 10007

Select One Option:

☐ Retainage

☐ Franchise

Date:_____

New Transaction Request

☐ Deposit   ☐ Substitution   ☐ Release

Vendor Name: _____   Account #: _____

Address: _____   Contract #: _____

City: _____ State: _____ Zip: _____ Beginning MMV _____

Email Address: _____ Payee/Vendor #: _____ Change in MMV _____
(for Franchise use Tax Id#)

Clearing Agent #: _____ Clearing Agent Name: _____ | Total MMV | _____

BrokerAgent #: _____ Account # to Clearing Agent #: _____

*All Released Funds and Securities will be delivered to the brocker account

Description of Securities			Value		Date		
Substitution (Select one)	Cusip- Description	Coupon Rate	Market	Par	Trade	Settlement	Maturity

Citi Bank Delivery Instruction		**For Custodial Unit Use Only**
DTC	FED	Received By & Date:
Citibank #0908	CITIBANK NYC/CUST	
Customer Six-Digit Custody Account # with Citibank:	Customer Six-Digit Custody Account # with Citibank:	Transaction Created By & Date:
Customer Name:	Customer Name:	
Agent ID: 27603	ABA #021000089	Verified, Authorized & Released By & Date:
Institution ID: 29424	DDA: 36854059	

There is a $375.00 annual custodial Fee that must be collected in order to process new account deposits.

All information is **Required. Transactions will NOT be processed if incomplete information is submitted**
For any questions please contact the Custodial Accounts Unit [CustodialUnit@comptroller.nyc.gov]