



Office of the New York City Comptroller

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NEW TRANSACTION REQUEST

Select One Option:

☐ Retainage

☐ Franchise

Date: _____

<input type="checkbox"/> Deposit	<input type="checkbox"/> Substitution	<input type="checkbox"/> Release
Vendor Name: _____		Account #: _____
Address: _____		Contract #: _____
City: _____	State: _____	Zip: _____
Email Address: _____		Beginning MMV Change in MMV
Payee/Vendor #: _____ <small>(for Franchise use Tax Id#)</small>		Total MMV
Clearing Agent #: _____	Clearing Agent Name: _____	
BrokerAgent #: _____	Account # to Clearing Agent #: _____	
<small>*All Released Funds and Securities will be delivered to the broker account</small>		

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

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

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]