

**STEP BY STEP INSTRUCTIONAL ON HOW TO FILL IN
THE DEPOSIT/SUBSTITUTION REQUEST FORM**

USING THE ATTACHED **DEPOSIT/SUBSTITUTION REQUEST FORM**, PLEASE FILL OUT ACCORDINGLY. THE FORM CAN BE RETRIEVED FROM (URL. <http://www.state.nj.us/dobi/fedepfrm.pdf>)

1. Assigned account number provided to you by TD Bank. If your account is new, call the Custodian (856)532-4393 to obtain.
2. Your Company's Name.
3. Your Company's Telephone #.
4. Your Company's Fax #.
5. You will need to check off one or two items listed. Definitions are as follows:

FREE RECEIVE SECURITIES- Securities delivered to Custodian with no cash.

FREE DELIVER SECURITIES- Securities to be delivered out of TD Bank. Company must supply complete delivery instructions to the Custodian.

DVP (DELIVERY VS. PAYMENT)- Using the attached Delivery Instructions deliver in the securities that are to be Deposited. Once received the Custodian will pay for the security. This includes cash being wired to the Custodian for purchases.

TD BANK TO BUY SECURITY- This field is used if you want the Custodian to affect a purchase.

SUBSTITUTION OF SECURITIES- This field is check if you currently hold a Security with the Custodian that you want to substitute.

6. **CUSIP:** The nine digit number assigned to the Security to be deposited.
7. **DESCRIPTION:** Full description of the security including the rate and maturity date.
8. **PAR/CURRENT FACE:** The number of shares.
9. **ORIGINAL FACE:** This need to be filled in when referring to asset backed securities.
10. **PRICE:** This is the price paid for the security.
11. **PRINCIPAL:** This is the cost of the security not including the accrued interest.
12. **INTEREST:** This is the accrued interest paid for the security.
13. **NET:** The Principal and Accrued Interest combined.
14. **TRADE DATE:** Date the Security was purchased.
15. **SETTLEMENT DATE:** Date of Settlement.
16. **BROKER:** Name of Broker or Bank in which the Security is being delivered in from.

17. **FED WIRE INSTRUCTIONS:** Delivery instructions of the Broker making the delivery. (see attached contact information sheet)
18. **CUSIP:** The nine digit number assigned to the Security being delivered out by the Custodian.
19. **DESCRIPTION:** Full description of the security including the rate and maturity date to be delivered out by the Custodian.
20. **PAR/CURRENT FACE:** The number of shares to be delivered.
21. **ORIGINAL FACE:** This needs be filled in when referring to asset backed securities being delivered.
22. **PRICE:** Original price of the security being released.
23. **PRINCIPAL:** Original principal of the security being released.
24. **INTEREST:** Any interest that is to be delivered in conjunction with the release.
25. **NET:** Principal and Interest total to be released.
26. **TRADE DATE:** Date delivery should occur.
27. **SETTLEMENT DATE:** Should be the same as the Trade Date
28. **BROKER:** Name of Broker the Custodian should make delivery to.
29. **FED WIRE INSTRUCTIONS:** DTC#, ABA#, Routing # of Broker receiving Delivery. (see attached contact information sheet)
30. **Print Name and Telephone # of the Insurance Company Representative.**
31. **Representatives Signature.**

ONCE THE FORM IS FILLED OUT, FAX or E-MAIL TO ROBERT EDGE OF THE NJ DEPARTMENT OF BANKING AND INSURANCE FOR APPROVAL (609) 292-6765/robert.edge@dobi.state.nj.us. ONCE THE DOBI APPROVES THEY WILL FAX TO TD BANK.

DEPOSIT/SUBSTITUTION REQUEST FORM

(NUMBERS CORRELATE WITH STEP BY STEP INSTRUCTIONAL)

To: State of New Jersey - Department of Banking and Insurance
Office of Solvency Regulation
Attn: Robert L. Edge
P.O. Box 325
Trenton, NJ 08625-0325

To: TD Bank, National Association
Attn: Arlene Murphy
101 Haddonfield Road, 2nd Fl
Cherry Hill, NJ 08002-4401

Re: Commissioner of Banking and Insurance of the State of New Jersey as Trustee

Account Number: 1 Company Name: 2
Phone Number: 3 Fax Number: 4

In accordance with the administration of the Custodian Deposits held by you as Custodian for the New Jersey Department of Banking and Insurance, we request the following transaction(s):

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_____ Free Receive Securities _____ Free Deliver Securities _____ DVP (Delivery vs. Payment)
_____ TD Bank to buy Securities _____ Substitution of Securities

Securities to be deposited:

Cusip: 6 Description: 7
Par/Current Face: 8 Original Face: 9 Price: 10
Principal: 11 Interest: 12 Net \$: 13
Trade Date: 14 Settlement Date: 15 Broker: 16
Fed Wire Instructions: 17

Securities to be released:

Cusip: 18 Description: 19
Par/Current Face: 20 Original Face: 21 Price: 22
Principal: 23 Interest: 24 Net \$: 25
Trade Date: 26 Settlement Date: 27 Broker: 28
Fed Wire Instructions: 29

 30 31
Name and Telephone Number of Company Representative Signature of Company Representative - Date

Company faxes/e-mail form to Department of Banking and Insurance (609) 292-6765

Required consent by the Commissioner of Banking and Insurance, State of New Jersey:

Signature of DOBI Representative - Date

DOBI faxes/e-mail form to TD Bank for Acknowledgement

Commerce Bank Representative acknowledges receipt of form:

Signature of TD Bank Representative - Date

TD Bank faxes/e-mail signed form to both the above company and DOBI

Comments:

CONTACT INFORMATION:

TD Bank, National Association, Corporate Trust Services, 101 Haddonfield Road, 2nd Floor, Cherry Hill, NJ 08002-4401.

Tax ID#01-0137770

Kenneth R. Nilson, Senior Vice President	856/532-4380
Arlene M. Murphy, Assistant Vice President	856/532-4393
Kathy McLoughlin, Corporate Trust Administrator	856/532-4395
	Telecopier 856/482-5706

DELIVERY INSTRUCTIONS:

FEDERAL RESERVE BOOK ENTRY ELIGIBLE TRADES

Federal Reserve Bank of New York
ABA #0210-0001-8
For: BK of NYC/TRUST/CMMF31NE002
Reference: TD Bank, National Association

PHYSICAL TRADES

Mellon Securities Trust Co.
One Wall Street, 3rd Floor-Receive Window C
New York, NY 10286
Reference: TD Bank, National Association
Account #: CMMF31NE002

DTC ELIGIBLE TRADES

Participant #954
Institutional ID#93752
Agent Bank #26017
For: TD Bank, National Association
Account #: CMMF31NE002