

REPORTING SECURITIES

To ensure securities are properly registered, please follow the “Registration of Stock” or the “Registration of Mutual Funds” instructions below when reporting stocks and/or mutual funds.

Pay special attention to Dividend Reinvestment Plan, Direct Investments, & Book Entry instructions.

Securities held for the State of Indiana in its name and/or prior nominee names, should be changed to **Hoosiers & Co.** for stock and closed-end mutual funds, or **Mac & Co.** for open-end mutual funds.

Advance notifications of deliveries to the custodian sent after the 15th of the month preceding Indiana’s filing deadline must be sent no less than 3 business days prior to filing deadline.

REGISTRATION OF STOCK

STOCK DELIVERY

Stock should be delivered via DTC to the department’s custodian. Advanced notice REQUIRED. Notify custodian 2 business days prior to transfer at UPCH.Custody@xerox.com or via fax at 617-532-8762. Send confirmation of transfer with your report. Transfers not preapproved will be reversed. DTC account specifics are:

Mellon Security Trust Company (Agent Bank # 26500)

DTC Participant # 901

Mellon Bank/Account # 822438

Include Reporting Entity in Description Field

If stock cannot be delivered via DTC or DWAC, stock may be registered in Book Entry Shares/Direct Registration Shares (DRS). Ensure that interested party statements are sent to the address below at the time transfer takes place and copies of the statements are e-mailed to: UPCH.Custody@Xerox.com:

Hoosiers & Co

C/O Xerox Business Services LLC

Attention: Custody Department

100 Hancock Street, 10th Floor

Quincy, MA 02171

All DTC or DRS eligible securities must be registered in the nominee name: Hoosiers & Co.

A confirmation of the transfer **must** be with your report.

All fractional shares for **each** owner must be liquidated prior to reporting. Submit a check for fractional shares along with your report.

STOCK CERTIFICATES

Physical certificates should only be sent for stocks which cannot be sent via DTC, DWAC, or DRS. Email in advance a report listing all physical certificates to UPCH.Custody@xerox.com or via fax at 617-532-8762. A copy of all certificates must accompany report.

Physical certificates must be registered in the name of Hoosiers & Co. and mailed to:
The Depository Trust Company **(NEW)**
570 Washington Blvd – 5th Floor
Attn: BNY Mellon/Branch Deposit Department
Jersey City, NJ 07310

Physical certificates will be returned if DTC, DWAC, or DRS eligible. If physical certificates are returned, penalties will be assessed if not corrected by November 1st. Remit cash-in-lieu for fractional shares for each owner with report.

FOREIGN SECURITIES

Please contact the Custodian at UPCH.Custody@Xerox.com to obtain delivery instructions

FEDERAL RESERVE SECURITIES

Please deliver as follows:
Federal Reserve Bank of Boston
ABA30210-0001-2
Bk of NYC/Trust (822438)

.Advance notice **REQUIRED**. Notify custodian 2 business days prior to transfer UPCH.Custody@xerox.com or via fax at 617-532-8762
