



Investment

Custody Accounts

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and/or back cover.



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Keeping up with the day-to-day maintenance that an investment portfolio requires can take a surprising amount of time. Recordkeeping alone may consume so much of your time that it's difficult to give the other important aspects of managing your portfolio the attention they deserve.

If you'd like to spend less time on clerical and book-keeping duties and more time actually managing your investments or doing other things you enjoy, there's a simple solution: an investment custody account.

A Big Timesaver

When you establish an investment custody account with us, you retain ownership and control of your investments. However, you effectively outsource a number of routine administrative duties, along with the safekeeping of your securities.

We have an experienced staff and recordkeeping systems that can efficiently handle the details of tending to your investment portfolio. We take care of the routine chores so you don't have to concern yourself with them. You receive regular statements of your investment transactions and year-end tax information that can help streamline the preparation of your tax return.

You're Always in Charge

Setting up a custody account is quick and easy. After you sign the appropriate documents, the next step is to transfer your stocks, bonds[®], and other securities to us. You retain complete ownership of your securities and have complete control over your investments at all times.

You can withdraw your securities and cash whenever you wish and discontinue your account at any point.

Think of your custody account as a partnership, with you and your advisors as the investment managers and our institution as your highly efficient and competent staff. Anytime you want to make a change in your portfolio, just contact us. We'll take care of your investment transactions promptly and accurately.

Services You Can Count On

You will receive the following services with your custodial account:

Safekeeping for your securities. We protect your stocks, bonds, and other securities against physical loss or theft.

Execution of your buy and sell orders. We make sure your securities transactions are settled promptly and accurately. Our staff has experience and expertise in securities trading and is dedicated to providing you with the highest quality settlement services.

Collection of your investment income. Handling income is a very important feature of your custodial account. On a timely basis, we will:

- Receive your dividends and interest
- Clip and redeem your bond coupons
- Keep track of any stock splits and make sure you receive any shares that are due to you
- Watch for bond redemptions that affect your portfolio
- Check that income is paid to you
- Credit your account with the income we receive

We'll handle your income strictly according to the instructions you provide. You might want us to:

- Deposit income to another of your accounts
- Send you a check periodically
- Send someone else a check periodically
- Reinvest the income according to your instructions

Accurate record maintenance. Our accounting system will maintain complete and up-to-date records of all the securities and cash we hold in your account. We'll track all of your account transactions, from initiation to final settlement.

Periodic account statements. You'll receive account statements that provide a detailed record of all trades, income payments, and other transactions in your account during each statement period.

Information for your income-tax returns. We will provide you with complete and accurate tax information. So preparing your capital gain and loss schedule and calculating your taxable and nontaxable investment income will be easier and faster.

Buy Yourself Some Time

As a custody account holder, you'll have a person-to-person relationship with an administrative officer who is familiar with your account. He or she will make sure that you always receive the help — and the answers — you need without delay.

The cost may be considerably lower than you might think in view of all the services we perform. Custody accounts offer the services of a bookkeeper, a financial

secretary, a security guard, and a securities trader, all rolled into one. Fees may be deductible, within limits, on your federal income-tax return.

If you're ready to spend more time managing your investments and less time doing busywork, we can make it happen with an investment custody account. Please contact us soon to discuss how we can help.

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