

## DELIVERY INSTRUCTIONS

For documents, checks and wires



### A. WIRING AND ACH INSTRUCTIONS

To send funds to Madison Trust via wire or ACH, please use the following information:

#### Wires

Institution Name: Wells Fargo Bank, N.A.  
Institution Address: 420 Montgomery Street, San Francisco, CA 94104  
Routing Transit Number (ABA): 121000248  
Beneficiary Account Number: 2233435813  
Beneficiary Account Name: Madison Trust Company Inc.  
For Further Credit: FBO: [Accountholder's Name] [MTC Account #]

#### ACHs

Institution Name: Wells Fargo Bank, N.A.  
Institution Address: 420 Montgomery Street, San Francisco, CA 94104  
Routing Transit Number (ABA): 021200025  
Beneficiary Account Number: 2233435813  
Beneficiary Account Name: Madison Trust Company Inc.  
For Further Credit: FBO: [Accountholder's Name] [MTC Account #]

\*Incoming Wire Fee applies: \$25 per wire

### B. CHECKS, MAIL, OR OVERNIGHT DELIVERY INSTRUCTIONS

Please send overnight or courier deliveries to:

Madison Administration Company  
One Paragon Drive, Suite 275  
Montvale, NJ 07645

**Note:** Please title all assets and issue all checks to "Madison Trust Company, Custodian FBO [Accountholder's Name] [MTC Account #]"

### C. PROCESSING & HOLD TIMES

#### **Processing Times:**

Our standard processing time for all forms and requests is 4 business days.

Our expedited service is 2 business days (\$50 fee applies).

Forms received after 1 PM EST will be considered received on the following business day (applies to both standard and expedited processing).

For time sensitive transactions, you have access to the following services:

- Expedited Processing (\$50)
- Overnight Mail (\$50)
- Wire Transfer (\$25)

#### **Check Hold Policy:**

Non-Bank checks (e.g. personal and business checks) and ACHs will be held for **7 business days**.

Bank and other financial institution checks will be held for **5 business days**.

Incoming wires are available the next business day (\$25 incoming wire fee applies).