

DELIVERY INSTRUCTIONS

For documents, checks and wires



A. WIRING AND ACH INSTRUCTIONS

Institution Name: Capital One Bank
Institution Address: 46 E Rte 59, Nanuet, NY 10954
Routing Transit Number (ABA): 065000090
Beneficiary Account Number: 7527846263
Beneficiary Account Name: Madison Trust Company Inc.
For Further Credit: FBO: [Accountholder's name] [MTC Account #]

*Incoming Wire Fee applies: \$25 per wire

B. 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).