

## SCHEDULE RC-T – FIDUCIARY AND RELATED SERVICES

This schedule should be completed on a fully consolidated basis, i.e., including any trust company subsidiary (or subsidiaries) of the reporting institution. The information reported in Schedule RC-T, items 12 through 18, 19.a (on the FFIEC 031), and 20 through 23, on fiduciary and related services income and in all of Memorandum item 4 on fiduciary settlements, surcharges, and other losses will not be made available to the public on an individual institution basis.

### **Item No.    Caption and Instructions**

- 1    **Does the institution have fiduciary powers?** Federally-chartered institutions granted trust powers by the OCC to administer accounts in a fiduciary capacity should answer "Yes." State-chartered institutions should answer "Yes" if (a) the state has granted trust powers to the institution to offer fiduciary services as defined by the state **and** (b) the institution's federal supervisory agency (the FDIC or the Federal Reserve) has granted consent to exercise the trust powers (see Sections 333.2 and 333.101 of the FDIC's regulations and Federal Reserve Regulation H). Institutions with trust company subsidiaries should also answer "Yes." Institutions responding "No" should not complete the remainder of this schedule. Fiduciary capacity generally means trustee, executor, administrator, registrar of stocks and bonds, transfer agent, guardian, assignee, receiver, custodian under a uniform gifts to minors act, investment adviser (if the institution receives a fee for its investment advice), any capacity in which the institution possesses investment discretion on behalf of another, or any other similar capacity.
  
- 2    **Does the institution exercise the fiduciary powers it has been granted?** Institutions exercising their fiduciary powers should respond "Yes." Exercising fiduciary powers means that an institution, or a trust company subsidiary of the institution, serves in a fiduciary capacity as defined in the instructions for item 1 of this schedule.
  
- 3    **Does the institution have fiduciary or related activity (in the form of assets or accounts)?** Institutions (including their trust company subsidiaries) with fiduciary assets, accounts, income, or other reportable fiduciary related services should respond "Yes." Institutions responding "No" should not complete the remainder of this schedule.

Reportable fiduciary and related services include activities that do not require trust powers but are incidental to fiduciary services. Specifically, this includes custodial services for assets held by the institution in a fiduciary capacity. An institution should report custodial activities that are offered through the fiduciary business unit or through another distinct business unit that is devoted to institutional custodial services. Institutions should exclude those custodial and escrow activities related to commercial bank services such as retail and institutional brokerage assets, escrow assets held for the benefit of third parties, safety deposit box assets, and any other similar commercial arrangement.

Institutions with fiduciary activities that are limited to only land trusts and/or custodial activity for mortgage-backed securities (such as GNMA or FNMA) should respond "No."

If the answer to item 3 is "Yes," complete the applicable items of Schedule RC-T, as follows:

Institutions with total fiduciary assets (item 9, sum of columns A and B) greater than \$250 million (as of the preceding December 31) or with gross fiduciary and related services income greater than 10 percent of revenue (net interest income plus noninterest income) for the preceding calendar year must complete:

- Items 4 through 19 on the FFIEC 041 quarterly; items 4 through 19.a on the FFIEC 031 quarterly;
- Items 20 through 23 annually with the December report; and
- Memorandum items 1 through 4 annually with the December report.

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- 3** Institutions with total fiduciary assets (item 9, sum of columns A and B) greater than  
(cont.) \$100 million but less than \$250 million (as of the preceding December 31) that do not meet the fiduciary income test for quarterly reporting must complete:
- Items 4 through 23 annually with the December report; and
  - Memorandum items 1 through 4 annually with the December report.

Institutions with total fiduciary assets (Item 9, sum of columns A and B) of \$100 million or less (as of the preceding December 31) that do not meet the fiduciary income test for quarterly reporting must complete:

- Items 4 through 10 on the FFIEC 041 annually with the December report; items 4 through 11 on the FFIEC 031 annually with the December report; and
- Memorandum items 1 through 3 annually with the December report.

**Fiduciary and Related Assets**

Institutions should generally report fiduciary and related assets using their market value as of the report date. While market value quotations are readily available for marketable securities, many financial and physical assets held in fiduciary accounts are not widely traded or easily valued. If the methodology for determining market values is not set or governed by applicable law (including the terms of the prevailing fiduciary agreement), the institution may use any reasonable method to establish values for fiduciary and related assets for purposes of reporting on this schedule. Reasonable methods include appraised values, book values, or reliable estimates. Valuation methods should be consistent from reporting period to reporting period. This "reasonable method" approach to reporting market values applies both to financial assets that are not marketable and to physical assets. Common physical assets held in fiduciary accounts include real estate, equipment, collectibles, and household goods.

Institutions that have Individual Retirement Accounts, Keogh Plan accounts, and similar accounts that consist solely of deposits in the bank itself and are not administered by the institution's trust department or other fiduciary activity should not report these accounts in Schedule RC-T.

If two institutions are named co-fiduciary in the governing instrument, both institutions should report the account. In addition, where one institution contracts with another for fiduciary or related services (i.e., Bank A provides custody services to the trust accounts of Bank B, or Bank A provides investment management services to the trust accounts of Bank B) both institutions should report the accounts in their respective capacities.

Exclude unfunded insurance trusts, testamentary executor appointments, and any other arrangements representing potential future fiduciary accounts.

Asset values reported on this schedule should generally exclude liabilities. For example, an employee benefit account with associated loans against account assets should be reported gross of the outstanding loan balances. As another example, an account with a real estate asset and corresponding mortgage loan should be reported gross of the mortgage liability. However, there are two exceptions. First, for purposes of this schedule, overdrafts should be netted against gross fiduciary assets. Second, the fair value of derivative instruments, as defined in FASB Statement No. 133, should be included in (i.e., netted against) gross assets even if the fair value is negative.

Securities borrowing/lending transactions should be reflected as sales or as secured borrowings according to FASB Statement No. 140. A transferee ("borrower") of securities generally is required to provide "collateral" to the transferor ("lender") of securities. When such transactions do not qualify as sales, securities "lenders" and "borrowers" should account for the transactions as secured borrowings in

**Fiduciary and Related Assets (cont.)**

which cash (or securities that the holder is permitted by contract or custom to sell or repledge) received as "collateral" by the securities "lender" is considered the amount borrowed and the securities "loaned" are considered pledged against the amount borrowed. For purposes of this schedule, securities held in fiduciary accounts that are "loaned" in securities lending transactions (that are accounted for as secured borrowings) should be reported as an asset of the fiduciary account that "loaned" the securities, but the "collateral" received should not also be reported as an asset of this fiduciary account.

In the Fiduciary and Related Assets section, the market value of Collective Investment Fund (CIF) units should be reported along with individual participant accounts in the Column and Item that corresponds to each participant. The aggregate amount of a CIF that is operated by an institution should NOT also be reported as a separate, additional account in the Fiduciary and Related Assets section of this schedule.

**Managed Assets – Column A**

Report the total market value of assets held in managed fiduciary accounts. An account should be categorized as managed if the institution has investment discretion. Investment discretion is defined as the sole or shared authority (whether or not that authority is exercised) to determine what securities or other assets to purchase or sell on behalf of the fiduciary related account. An institution that delegates its authority over investments and an institution that receives delegated authority over investments are BOTH deemed to have investment discretion. An entire account should be reported as either managed or non-managed based on the predominant responsibility of the reporting institution.

**Non-Managed Assets – Column B**

Report the total market value of assets held in non-managed fiduciary accounts. An account should be categorized as non-managed if the institution does not have investment discretion. Those accounts for which the institution provides a menu of investment options but the ultimate selection authority remains with the account holder or an external manager should be categorized as non-managed. For example, an institution that offers a choice of sweep vehicles is not necessarily exercising investment discretion. The process of narrowing investment options from a range of alternatives does not create a managed fiduciary account for the purposes of this schedule.

**Number of Managed Accounts – Column C**

Report the total number of managed fiduciary accounts.

**Number of Non-Managed Accounts – Column D**

Report the total number of non-managed fiduciary accounts.

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- 4            Personal trust and agency accounts.** Report the market value and number of accounts for all testamentary trusts, revocable and irrevocable living trusts, other personal trusts, and non-managed personal agency accounts. Include accounts in which the institution serves as executor, administrator, guardian, or conservator. Exclude personal investment management agency accounts, which should be reported in Schedule RC-T, item 7. Also exclude Keogh Act plans, Individual Retirement Accounts (IRAs), and other pension or profit-sharing plans for self-employed individuals which should be reported in Schedule RC-T, item 5.c. Personal accounts that are solely custody or safekeeping should be reported in item 10 of this schedule.
- 5            Retirement related trust and agency accounts:**
- 5.a          Employee benefit – defined contribution.** Report the market value and number of accounts for all employee benefit defined contribution accounts in which the institution serves as either trustee or agent. Include 401(k) plans, 403(b) plans, profit-sharing plans, money

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- 5.a** (cont.) purchase plans, target benefit plans, stock bonus plans, employee stock ownership plans, and thrift/savings plans. The number of accounts reported should reflect the total number of plans administered rather than the number of plan participants. Employee benefit accounts that are solely custody and safekeeping accounts should be reported in Schedule RC-T, item 10.
- 5.b**    **Employee benefit – defined benefit.** Report the market value and number of accounts for all employee benefit defined benefit plans in which the institution serves as either trustee or agent. The number of accounts reported should reflect the total number of plans administered rather than the number of plan participants. Employee benefit accounts that are solely custody and safekeeping accounts should be reported in Schedule RC-T, item 10.
- 5.c**    **Other retirement accounts.** Report the market value and number of accounts for all other retirement related fiduciary accounts in which the institution serves as trustee or agent. Include Keogh Act plans, Individual Retirement Accounts, and other pension or profit-sharing plans for self-employed individuals. Exclude accounts, originated by fiduciary or non-fiduciary personnel, that are solely administered to hold own-bank deposits. Also exclude those retirement accounts that are originated and managed through a brokerage account. Other retirement accounts that are solely custody and safekeeping accounts should be reported in Schedule RC-T, item 10.
- 6**    **Corporate trust and agency accounts.** Report the market value of assets held by the institution for all corporate trust and agency accounts. Report assets that are the responsibility of the institution to manage or administer in accordance with the corporate trust agreement. Include assets relating to unrepresented bonds or coupons relating to issues that have been called or matured. Do NOT report the entire market value of the associated securities or the outstanding principal of associated debt issues. Include accounts for which the institution is trustee for corporate securities, tax-exempt and other municipal securities, and other debt securities including unit investment trusts. Also include accounts for which the institution is dividend or interest paying agent, and any other type of corporate trustee or agent appointment. Accounts that are solely custodial or safekeeping should be reported in Schedule RC-T, item 10.
- 7**    **Investment management agency accounts.** Report the market value and number of accounts for all individual and institutional investment management agency accounts that are administered within the fiduciary area of the institution. Investment management agencies are those agency accounts in which the institution has investment discretion; however, title to the assets remain with the client. Include accounts in which the institution serves as a sub-advisor. Exclude investment management agency accounts that are administered in bank subsidiaries that are SEC registered investment advisors. Include those mutual funds that are advised by the fiduciary area that is a separately identifiable department or division (as defined in section 217 of the Gramm-Leach-Bliley Act). Classes of the same mutual fund should be combined and reported as a single account.
- 8**    **Other fiduciary accounts.** Report the market value and number of accounts for all other trusts and agencies not reported in Schedule RC-T, items 4 through 7. Custody and safekeeping accounts should be reported in Schedule RC-T, item 10.
- 9**    **Total fiduciary accounts.** Report the sum of items 4 through 8.

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- 10        Custody and safekeeping accounts.** Report the market value and the number of accounts for all personal and institutional custody and safekeeping accounts held by the institution. Safekeeping and custody accounts are a type of agency account in which the reporting institution performs one or more specified agency functions but the institution is not a trustee and also is not responsible for managing the asset selection for account assets. These agency services may include holding assets, processing income and redemptions, and other recordkeeping and customer reporting services. For employee benefit custody or safekeeping accounts, the number of accounts reported should reflect the total number of plans administered rather than the number of plan participants. Include accounts in which the institution serves in a sub-custodian capacity. For example, where one institution contracts with another for custody services, both institutions should report the accounts in their respective capacity.

Accounts in which the institution serves as trustee or in an agency capacity in addition to being custodian should be reported in the category of the primary relationship. For example, personal trust accounts in which the institution also serves as custodian should be reported as personal trust accounts and not as custodian accounts. An institution should report an account only once in Schedule RC-T, items 4 through 8 and 10.

Report custodian accounts that are incidental to fiduciary services. Include those custody and safekeeping accounts that are administered by the trust department, and those that are administered in other areas of the institution through an identifiable business unit that focuses on offering fiduciary related custodial services to institutional clients. Exclude those custodial and escrow activities related to commercial bank services such as retail and institutional brokerage assets, securities safekeeping services for correspondent banks, escrow assets held for the benefit of third parties, safety deposit box assets, and any other similar commercial arrangement.

NOTE: Item 11 is applicable only to banks filing the FFIEC 031 report form.

- 11        Fiduciary accounts held in foreign offices.** Report the dollar amount and number of accounts included in Schedule RC-T, items 9 and 10, above that are attributable to accounts held in foreign offices.

**Fiduciary and Related Services Income**

The following income categories correspond to the fiduciary asset categories described in Schedule RC-T, items 4 through 10, above. For a detailed definition of the categories, please refer to the corresponding account descriptions. Income and expenses should be reported on an accrual basis. Institutions may report income and expense accounts on a cash basis if the results would not materially differ from those obtained using an accrual basis. The information reported in Schedule RC-T, items 12 through 18, 19.a (on the FFIEC 031), and 20 through 23, on fiduciary and related services income will not be made available to the public on an individual institution basis.

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- 12        Personal trust and agency accounts.** Report gross income generated from personal trust and agency accounts as defined for item 4 of this schedule.
- 13        Retirement related trust and agency accounts:**

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- 13.a**    **Employee benefit – defined contribution.** Report gross income generated from defined contribution employee benefit trust and agency accounts as defined for item 5.a of this schedule.
- 13.b**    **Employee benefit – defined benefit.** Report gross income generated from defined benefit employee benefit trust and agency accounts as defined for item 5.b of this schedule.
- 13.c**    **Other retirement accounts.** Report gross income generated from other retirement accounts as defined for item 5.c of this schedule.
- 14**      **Corporate trust and agency accounts.** Report gross income generated from corporate trust and agency relationships as defined for item 6 of this schedule.
- 15**      **Investment management agency accounts.** Report gross income generated from investment management agency accounts as defined for item 7 of this schedule.
- 16**      **Other fiduciary accounts.** Report gross income generated from other trust and agency accounts as defined for item 8 of this schedule.
- 17**      **Custody and safekeeping accounts.** Report gross income generated from custody and safekeeping agency accounts as defined for item 10 of this schedule.
- 18**      **Other fiduciary and related services income.** Report all other gross fiduciary related income that cannot properly be reported in Schedule RC-T, items 12 through item 17, above. Include income received from others (including affiliates) for fiduciary and related services provided by the institution. Also include income received from investment advisory activities when the assets are not held by the institution. Income received from investment advisory services in which the account assets are held in a custody or safekeeping account at the reporting institution should be reported in item 17 of this schedule. Also include net income generated from securities lending activities (i.e., after broker rebates and income paid to lending accounts). Include income from custodial activities for land trusts and mortgage-backed securities. Exclude allocations of income to the trust department from other areas of the institution such as credits for fiduciary cash held as a deposit in the commercial bank.
- 19**      **Total gross fiduciary and related services income.** Report the sum of items 12 through 18. This item must equal Schedule RI, item 5.a, "Income from fiduciary activities."

NOTE: Item 19.a is applicable only to banks filing the FFIEC 031 report form.

- 19.a**    **Fiduciary and related services income – foreign offices.** Report the total amount of fiduciary and related services income included in Schedule RC-T, item 19, above that is attributable to fiduciary accounts held in foreign offices.
- 20**      **Less: Expenses.** Report total direct and indirect expenses attributable to the fiduciary and related services reported in this schedule. Include salaries, wages, bonuses, incentive pay, and employee benefits for employees assigned to reportable activities. If only a portion of their time is allocated to reportable activities, report that proportional share of their salaries and employee benefits. Include direct expenses related to the use of premises, furniture, fixtures and equipment, as well as depreciation/amortization, ordinary repairs and maintenance, service or maintenance contracts, utilities, lease or rental payments, insurance coverage, and real estate and other property taxes if they are directly chargeable to the

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**20**  
(cont.)    reportable activities. Income taxes attributable to reportable activity earnings should not be included. Also exclude settlements, surcharges, and other losses, which are to be reported in Schedule RC-T, item 21.

Include indirect expenses charged to the department or function offering reportable activities by other departments or functions of the institution as reflected in the institution's internal management accounting system. Include proportional shares of corporate expenses that cannot be directly charged to particular departments or functions. Examples of indirect expenses include such items as audit and examination fees, marketing, charitable contributions, customer parking, holding company overhead, proportional share of building rent or depreciation, utilities, real estate taxes, insurance, human resources, corporate planning, and corporate financial staff. Reporting methods for indirect expenses should remain consistent from period to period.

**21**        **Less: Net losses from fiduciary and related services.** Report net losses resulting from fiduciary and related services. Net losses are gross losses less recoveries. Gross losses include settlements, surcharges, and other losses that are realized in the reporting period attributable to the fiduciary and related services. Recoveries should include those that are attributable to prior and current period losses. This item must equal Schedule RC-T, Memorandum item 4.e, sum of columns A and B minus column C. For further information, see the instruction to Schedule RC-T, Memorandum item 4.

**22**        **Plus: Intracompany income credits for fiduciary and related services.** If applicable to the reporting institution, report credits from other areas of the institution for activities reportable in this schedule. Include intracompany income credit made available to the fiduciary area for fiduciary account holdings of own-bank deposits. Also include credits for other intracompany services and transactions.

**23**        **Net fiduciary and related services income.** Report the total from item 19 less the amount reported in item 20 and item 21 plus the amount reported in item 22.

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**1**        **Managed assets held in personal trust and agency accounts.** Report in Memorandum items 1.a. through 1.k. the market value of managed assets held in the Personal Trust and Agency Accounts included in Schedule RC-T, item 4, column A. For common trust funds and collective investment funds that are held for both managed and non-managed participating accounts, the proportionate share of the assets of these funds that are held for the participating accounts that are managed should be reported in Memorandum items 1.a through 1.k, as appropriate. The proportionate share of fund assets held for non-managed participating accounts should not be included in these Memorandum items. To avoid duplication, the value of units of participation in collective investment funds should not be reported as assets of participating accounts. Where several institutions in the same affiliated group participate accounts in a collective investment fund maintained by one member of the affiliated group, each participating institution should report its proportionate share of the assets in the appropriate item. To compute the proportionate share of assets, multiply the total market value of the various assets groupings in the collective investment fund by the percentage of units of participation held to total units outstanding.

Securities held in fiduciary accounts that are "loaned" in securities lending transactions (that are accounted for as secured borrowings) should be reported as an asset of the fiduciary account that "loaned" the securities, but the "collateral" received should not also be reported as an asset of this fiduciary account.

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- 1.a    Noninterest-bearing deposits.** Report all noninterest-bearing deposits. Report noninterest-bearing deposits of both principal and income cash.
- 1.b    Interest-bearing deposits.** Report all interest-bearing savings and time deposits. Include NOW accounts, MMDA accounts, "BICs" (bank investment contracts) which are insured by the FDIC, and certificates of deposit. Report interest-bearing deposits of both principal and income cash.
- 1.c    U.S. Government and U.S. Government agency obligations.** Report all securities of and/or loans to the U.S. Government and U.S. Government corporations and agencies. Include certificates or other obligations, however named, that represent pass-through participations in pools of real estate loans when the participation instruments: (1) are issued by FHA approved mortgagees and guaranteed by the Government National Mortgage Association, or (2) are issued, insured, or guaranteed by a U.S. Government agency or corporation (e.g., the Federal Home Loan Mortgage Corporation's Mortgage Participation Certificates). Collateralized mortgage obligations (CMOs) and real estate mortgage investment conduits (REMICs) issued by the Federal National Mortgage Association (FNMA) ("Fannie Mae") and the Federal Home Loan Mortgage Corporation (FHLMC) ("Freddie Mac") should be included.
- 1.d    State, county, and municipal obligations.** Report all short and long-term obligations of state and local governments, and political subdivisions of the United States. Include obligations of U.S. territories and insular possessions and their political subdivisions and all Federal income tax exempt obligations of authorities such as local housing and industrial development authorities that derive their tax-exempt status from relationships with State or local governments. Tax-exempt money market mutual funds should be reported with money market mutual fund in Schedule RC-T, Memorandum item 1.e.
- 1.e    Money market mutual funds.** Report all holdings of open-end registered investment companies – mutual funds – which attempt to maintain net asset values at \$1.00 per share. Include taxable and tax-exempt money market mutual funds. Exclude short-term collective investment funds.
- 1.f    Other short-term obligations.** Report all short-term obligations (i.e., original maturities of less than 1 year, or 13 months in the case of the time portion of master notes). In addition to short-term notes, this would include such money market instruments as master note arrangements, commercial paper, bankers acceptances, securities repurchase agreements, and other short-term liquidity investments. Exclude state, county, and municipal obligations.
- 1.g    Other notes and bonds.** Report all other bonds, notes (except personal notes), and debentures. Include corporate debt, insurance annuity contracts, "GICs" (guaranteed investment contracts), "BICs" (bank investment contracts) which are not insured by the FDIC, and obligations of foreign governments. Also include certificates or other obligations, however named, representing pass-through participations in pools of real estate loans when the participation instruments are issued by financial institutions and guaranteed in whole or in part by private guarantors. Collateralized mortgage obligations (CMOs) and real estate mortgage investment conduits (REMICs) which are *not* issued by the Federal National Mortgage Association (FNMA) ("Fannie Mae") and the Federal Home Loan Mortgage Corporation (FHLMC) ("Freddie Mac") should be reported here, even if the collateral consists of GNMA ("Ginnie Mae") or FNMA pass-throughs or FHLMC participation certificates. Exclude short-term obligations which should be reported in Schedule RC-T, Memorandum item 1.f, above.

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- 1.h    Common and preferred stocks.** Report all holdings of domestic and foreign common and preferred equities, including warrants and options. Include holdings of all mutual funds (open-end and closed-end) except money market funds which are reported in Schedule RC-T, Memorandum item 1.e, above. Also include all unit investment trusts, regardless of the securities they are invested in (e.g., stocks, corporate bonds, and municipal bonds). Include ownership interests in private equity investments, limited liability companies, and any other pooled investment vehicle except those that are primarily invested in real estate which should be included in Schedule RC-T, Memorandum item 1.j.
- 1.i    Real estate mortgages.** Report real estate mortgages, real estate contracts, land trust certificates, and ground rents. These assets may be reported at unpaid balance if that figure is a fair approximation of market value.
- 1.j    Real estate.** Report real estate, mineral interests, royalty interests, leaseholds, and other similar assets. Land and buildings associated with farm management accounts should be reported in this Item. Investments in limited partnerships that are solely or primarily invested in real estate should also be reported here.
- 1.k    Miscellaneous assets.** Report personal notes, tangible personal property, and other miscellaneous assets that cannot properly be reported in Schedule RC-T, Memorandum items 1.a through 1.j, above. Crops, equipment and livestock associated with farm management accounts should be reported in this item.
- 1.l    Total managed assets held in personal trust and agency accounts.** Report the sum of Memorandum items 1.a. through 1.k. This item must equal Schedule RC-T, item 4, Column A.
- 2      Corporate trust and agency accounts:**
- 2.a    Corporate and municipal trusteeships.** Report in column A the total number of corporate and municipal issues, as well as other debt issues such as unit investment trusts, for which the institution serves as trustee. If more than one institution is trustee for an issue, each institution should report the issue. Securities with different CUSIP numbers should be considered separate issues; however, serial bond issues should be considered as a single issue. When an institution serves as trustee of a bond issue, it may also perform agency functions for the issue such as registrar (transfer agent) or interest and principal paying agent. In those cases, report the issue only in Memorandum item 2.a, "Corporate and Municipal Trusteeships," as the trustee appointment is considered the primary function. Consider the primary function of the appointment when selecting the item in which to report the appointment. Exclude issues that have been called in their entirety or have matured even if there are unrepresented bonds or coupons for which funds are being held.

Report in column B the total par value of outstanding debt securities for the issues reported in column A for which the institution serves as trustee. For zero-coupon bonds, report the final maturity amount. Exclude assets (i.e., cash, deposits, and investments) that are being held for corporate trust purposes; they should be reported in Schedule RC-T, item 6, above.

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- 2.b    Transfer agent, registrar, paying agent, and other corporate agency.** Report in column A the total number of issues for which the institution acts in a corporate agency capacity. Include the total number of equity, debt, and mutual fund issues for which the institution acts as transfer agent or registrar. Separate classes of a mutual fund should be consolidated and reflected as a single issue. Include the total number of stock or bond issues for which the institution disburses dividend or interest payments. Also include the total number of issues of any other corporate appointments that are performed by the institution through its fiduciary capacity. Issues for which the institution serves in a dual capacity should be reported once. Corporate and Municipal Trusteeships reported in Schedule RC-T, Memorandum item 2.a, above in which the institution also serves as transfer agent, registrar, paying agent, or other corporate agency capacity should not be included in Memorandum item 2.b. Include only those agency appointments that do not relate to issues reported in Schedule RC-T, Memorandum item 2.a, above.
- 3        Collective investment funds and common trust funds.** Report the number and market value of the assets held in Collective Investment Funds (CIFs) and Common Trust Funds operated by the reporting institution. If an institution operates a CIF that is used by more than one institution, the entire CIF should be reported in this section only by the institution which operates the CIF. Exclude mutual funds from this section. Each CIF should be categorized in the one item that best fits the fund type.
- 3.a    Domestic equity.** Report funds investing primarily in U.S. equities. Include those seeking growth, income, growth and income, U.S. index funds and those concentrating on small, mid, or large cap domestic stocks. Exclude funds specializing in a particular sector (e.g., technology, health care, financial, and real estate), which should be reported in Schedule RC-T, Memorandum item 3.g, "Specialty/Other."
- 3.b    International/Global equity.** Report funds investing exclusively in equities of issuers located outside the U.S. and those funds representing a combination of U.S. and foreign issuers. Include funds that specialize in a particular country, region, or emerging market.
- 3.c    Stock/Bond blend.** Report funds investing in a combination of equity and bond investments. Include funds with a fixed allocation along with those having the flexibility to shift assets between stocks, bonds, and cash.
- 3.d    Taxable bond.** Report funds investing in taxable debt securities. Include funds that specialize in U.S. Treasury and U.S. Government agency debt, investment grade corporate bonds, high-yield debt securities, mortgage-related securities, and global, international, and emerging market debt funds. Exclude funds that invest in municipal bonds, which should be reported in Schedule RC-T, Memorandum item 3.e, and funds that qualify as short-term investments, which should be reported in Schedule RC-T, Memorandum item 3.f.
- 3.e    Municipal bond.** Report funds investing in debt securities issued by states and political subdivisions in the U.S. Such securities may be taxable or tax-exempt. Include funds that invest in municipal debt issues from a single state. Exclude funds that qualify as short-term investments, which should be reported in Schedule RC-T, Memorandum item 3.f.

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**3.f        Short term investments/Money market.** Report funds that invest in short-term money market instruments with an average portfolio maturity that is limited to 90 days with individual securities limited to maturities of 13 months or less. Money market instruments may include U.S. Treasury bills, commercial paper, bankers acceptances, and repurchase agreements. Include taxable and nontaxable funds.

**3.g        Specialty/Other.** Include funds that specialize in equity securities of particular sectors (e.g., technology, health care, financial, and real estate). Also include funds that do not fit into any of the above categories.

**3.h        Total collective investment funds.** Report the sum of Memorandum items 3.a. through 3.g.

**4         Fiduciary settlements, surcharges, and other losses.** Report aggregate gross settlements, surcharges, and other losses arising from errors, misfeasance, or malfeasance on managed accounts in column A and on non-managed accounts in column B. For the definitions of managed and non-managed accounts, refer to the instructions for the Fiduciary and Related Assets section of this schedule. Gross losses should reflect losses recognized on an accrual basis before recoveries or insurance payments. Exclude contingent liabilities for fiduciary-related loss contingencies, including pending or threatened litigation, for which a loss has not yet been recognized in accordance with FASB Statement No. 5.

Report recoveries in column C. Recoveries may be for current or prior years' losses and should be reported when payment is actually realized. The filing of an insurance claim does not serve as support for a recovery.

The information reported in all of Schedule RC-T, Memorandum item 4, on fiduciary settlements, surcharges, and other losses will not be made available to the public on an individual institution basis.

**4.a        Personal trust and agency accounts.** Report gross losses and recoveries for personal trust and agency accounts as defined for item 4 of this schedule.

**4.b        Retirement related trusts and agency accounts.** Report gross losses and recoveries for retirement related trust or agency accounts as defined for item 5 of this schedule.

**4.c        Investment management agency accounts.** Report gross losses and recoveries for investment management agency accounts as defined for item 7 of this schedule.

**4.d        Other fiduciary accounts and related services.** Report gross losses and recoveries for all other fiduciary accounts and related services that are not included in Schedule RC-T, Memorandum items 4.a, 4.b, and 4.c, above. Include losses and recoveries from corporate trust or agency accounts, other fiduciary accounts, custody or safekeeping accounts, and other fiduciary related services.

**4.e        Total fiduciary settlements, surcharges, and other losses.** Report the sum of Memorandum items 4.a through 4.d. The sum of columns A and B minus column C must equal Schedule RC-T, item 21, above.