



National Bond and Trust

DATE: Thursday, May 17, 2007
FROM: Information Technology Dept
TO: Potential NBT Customer
RE: *Automated Deductions File Processing Requirements*
CONTACT: email to usbonds@nbtco.com, by fax (219) 663-5215, or by phone (800) 426-9314.

Acceptable Media:

- 1) FTP (File Transfer Protocol), E-mail
- 2) Other methods available please contact NBT

The following is the standard layout for client deduction update information. Cancellations are indicated by a zero dollar amount in the new deduction field. New deductions are indicated by a non-zero amount in the new deduction amount field and a zero amount in the old deduction amount field. Changes are usually indicated by non-zero amounts in both the new and old deduction amount fields.

NBT can modify this format, within reason, to suit the needs of its client companies.

Deduction Information:

Field	Starting Position	Length	Format
*Employee Number	1	12	
*Social Security Number	13	12	
Employee Name (Last, First)	25	45	
Employee Code	70	12	
*New Deduction Amount	82	12	X.XX
*Bond Denomination	94	12	
*Change Date	106	12	MMDDYY
*Old Deduction Amount	118	12	X.XX
*Pays Per Year	130	12	

Employee number will be the employee's social security number in most cases.

***All numeric fields will be right justified, space filled.**