

# The Depository Trust Company

# **IMPORTANT**

**B#:** 1330

**DATE:** January 25, 2001

**TO:** All Participants

**CATEGORY:** Operations

**FROM:** Interface Department

**ATTENTION:** Interface Shipping and Underwriting Packaging Users

**SUBJECT:** Interface Departments (Receiving, Shipping and Underwriting Packaging) Relocation

Effective Monday, February 5, 2001, The Depository Trust Company's Interface Receiving and Underwriting Packaging units will relocate to the First Floor of 55 Water Street. Therefore, all deliveries including newly issued Underwriting securities should be addressed to:

The Depository Trust Company  
Attn: Interface Receiving/Underwriting Packaging Area  
55 Water Street, 1<sup>st</sup> Floor  
New York, NY 10041

Questions concerning shipments to Interface including Underwriting securities should be directed to Supervisor Robert Buck at (212) 855-8820.

Also, effective February 5, the Interface Shipping Department will be integrated into the NY Window operation, which will relocate to the Concourse Level of 55 Water Street. Couriers that pickup from the Interface Department on 1SL will now pickup on the Concourse Level.

Questions regarding shipments from Interface should be directed to Supervisors Scott Silverman at (212) 855-8747 or Joseph Wisnet at (212) 855-8715.