

# The Depository Trust Company

# **IMPORTANT**

**B#:** 2210

**DATE:** September 17, 2001

**TO:** All Participants

**CATEGORY:** Operations

**FROM:** Tara A. Wernert, Manager, Operations

**ATTENTION:** Managing Partner/ Officer

**SUBJECT:** Withdrawal by Transfer (WT)

The Depository Trust Company recently relocated its inventory and related vault functions from Garden City, to New York City. To improve processing efficiencies and work quality, we have reviewed some of our procedures and made some modifications that will streamline the workflow.

One function that we recently completed our review on, is the Withdrawal-by-Transfers (WTs). In order to gain processing efficiencies, we have eliminated the automated kill feature. In the past, Participants utilized the kill feature on PTS to notify DTC to reverse (kill) WTs inputted earlier that day. These kills resulted in processing delays and manual adjustments to the paperwork that is forwarded to transfer agents. In place of the automated kill, if Participants have the need to reverse (kill) a WT instructions we will strive to accommodate this type of request on a best effort basis via a telephone call, directly to Eric Shuff (supervisor) at 212-855-7341 or myself at 212-855-8362.

This change will become effective on October 11, 2001.