



Our Target: 45 Days to a Better Custodian

Our experience is that some terminated custodians fail to follow through on the multiple tasks needed to ensure a good outcome. Although we are not in control of decisions made by other parties, the steps below show our commitment to a smooth transition.

Step	Task	Responsibility
1	Legal documents reviewed, executed and approved.	Salem Trust and Client
2	Initial planning meeting; develop timeline, determine date of asset transfer, determine dates of retiree related activities (in person or conference call at the request of client).	Salem Trust and Client
	Notify prior custodian and provide Salem Trust with contact information.	Client
3	Notify investment managers of new custodian with target date.	Client
	Request current asset detail from prior custodian.	Salem Trust
	Request current roster of pension payments from prior custodian and all necessary information for transition. Monitor progress.	Salem Trust
	Provide delivery instructions to prior custodian and communicate transfer expectations.	Salem Trust
4	Provide Investment Manager with trading instructions, trade contact information, timeline expectations.	Salem Trust
5	Initiate asset transfer.	Prior Custodian
6	Verify accuracy of assets transferred, notify all parties related of status, open account to trading	Salem Trust
7	First pension payments issued	Salem Trust

DEERFIELD BEACH

TAMPA

1715 N WESTSHORE BOULEVARD, SUITE 750 • TAMPA, FL 33607 • TEL (877) 382-5268 • FAX (813) 301-1295

www.salemtrust.com

SALEM TRUST COMPANY IS A SUBSIDIARY OF U.S. FIDUCIARY SERVICES, INC., AN EMPLOYEE-OWNED COMPANY.