



#### A. WIRING AND ACH INSTRUCTIONS

To send funds to Madison Trust via wire or ACH, please use the following information:

Institution Name: Capital One Bank  
Institution Address: 46 E Rte 59, Nanuet, NY 10954  
Routing Transit Number (ABA): 065000090  
Beneficiary Account Number: 7527846263  
Beneficiary Account Name: Madison Trust Company Inc.  
For Further Credit: FBO: [Accountholder's name] [MTC Account #]

\*Incoming Wire Fee applies: \$25 per wire

#### B. MAIL OR OVERNIGHT DELIVERY INSTRUCTIONS

Please send all mail to:

Madison Administration Company  
One Paragon Drive, Suite 275  
Montvale, NJ 07645

Note: Please title all assets and issue all checks to "Madison Trust Company, Custodian FBO [Accountholder's Name] [MTC Account #]"

#### C. PROCESSING & HOLD TIMES

**Processing Times:**

Our standard processing time for all forms and requests is 4 business days.

Our expedited service is 2 business days (\$50 fee applies).

Forms received after 1 PM EST will be considered received on the following business day (applies to both standard and expedited processing).

For time sensitive transactions, you have access to the following services:

- Expedited Processing (\$50)
- Overnight Mail (\$50)
- Wire Transfer (\$25)

**Check Hold Policy:**

Non-Bank checks (e.g. personal and business checks) and ACHs will be held for **7 business days**.

Bank and other financial institution checks will be held for **5 business days**.

Incoming wires are available the next business day (\$25 incoming wire fee applies).