



## PPM GUIDELINES

| <b>Income Needs:</b>    | <b>Credit Quality:</b>           |
|-------------------------|----------------------------------|
| <b>Duration:</b>        | <b>Duration Special Request:</b> |
| <b>Bond Selection:</b>  | <b>Bond Selection – Other:</b>   |
| <b>Other PPM Notes:</b> |                                  |

## LIQUIDITY & CASH MANAGEMENT

| <b>Initial Funding:</b>                          | <b>Securities Amount:</b>                        |
|--|--|
| <b>Future Contributions in the Next 90 Days:</b> | <b>Future Distributions in the Next 90 Days:</b> |
| <b>Cash Needs Outside of 2% Model:</b>           |  |
| <b>Dividends &amp; Cash Payouts:</b>             |  |
| <b>Other:</b>                                    |  |

## TAX MANAGEMENT

| <b>State Income Tax Rate:</b>     | <b>If Other:</b>                             |
|-----------------------------------|--|
| <b>Capital Gains Tax Rate:</b>    | <b>Maximum Annual Taxable Capital Gains:</b> |
| <b>Current Loss Carryforward:</b> | <b>Alternative Minimum Tax:</b>              |

## SECURITY RESTRICTIONS

| <b>Do Not Buy:</b> | <b>Do Not Sell:</b> |
|--------------------|---------------------|

## BILLING & REPORTING

| <b>AUM Fee Schedule:</b>           | <b>If Other:</b>                         |
|------------------------------------|--|
| <b>PPM Fee Schedule:</b>           | <b>If Other:</b>                         |
| <b>Household for Billing:</b>      | <b>Client Name for Household:</b>        |
| <b>Bill Restricted Securities:</b> | <b>Other Billing or Reporting Notes:</b> |
| <b>Consolidate Reporting</b>       | <b>Consolidated Reporting Options:</b>   |
| <b>Quarter End Reports:</b>        | <b>Web Access:</b>                       |