



**How do I request a photocopy of a check?**

All check photocopy requests must be received in writing. There is a \$15.00 fee for each photocopy, this fee must be included with the written request and be payable to U.S. Bank. When requesting a photocopy, please include the following information: Check number, date and amount of check. Send information and fee to:

U.S. Bank Global Corporate Trust  
Attn: Bondholder Services, EP-MN-WS2N  
111 Fillmore Ave E  
St. Paul, MN 55107-1402

**Where do I send my bond?**

Where do I send bonds/coupons for payment?  
If the bearer bond has matured or has been called for early redemption, send the bond, a signed W-9 form and a letter of instruction to:

U.S. Bank Global Corporate Trust  
Attn: Bearer Payments, EP-MN-WS2N  
111 Fillmore Ave E  
St. Paul, MN 55107-1402

It is recommended that bearer bonds be mailed registered or certified. If the bond has been called, include all attached coupons. If the bond has matured and there are still coupons attached, separate the coupons from the bond and include them in the mailing.

To redeem a coupon, send the coupon and letter of instruction to the address above. Coupons are accepted for current and prior payable dates only.

**How can I receive call and maturity notice information for my bond?**

Since bearer bonds have no registration information associated with them, call notices are not mailed to bearer bond holders. Call information can be located in various publications, such as the Bond Buyer and the Wall Street Journal. Bonds are generally called on interest payable

dates, so it is recommended that you check the call status of your bond prior to sending in coupons for payment. It is the bondholder's responsibility to confirm whether the bond has been called.

Maturity notices are not mailed to bearer bond holders for two reasons: 1) Bearer bonds have no registration information associated with them and 2) the maturity date is printed on the face of each certificate. It is the bondholder's responsibility to be aware of the maturity date for the certificate.

**Registered bond****When do I send my bond for a maturity notice?**

If the bond has matured or has been called, send the bond and letter of instruction to:

U.S. Bank Global Corporate Trust  
111 Fillmore Ave E  
St. Paul, MN 55107-1402

It is recommended that you mail your bond via registered or certified mail. If you wish to transfer your bond or would like the payment to be made to another individual or institution, please follow transfer or payment instructions appropriate to the situation. For specific questions, please contact Bondholder Services at 800-934-6802 24 hours a day, seven days a week.

**When do I obtain my registration information?**

interest payments will be released the following business day. If a bond is called or matured, interest ceases to accrue as of the redemption or maturity date. At the end of the year, all bondholders who received interest payments on taxable bond issues receive form 1099-INT for tax reporting purposes.

Principal payments are not due and payable until the payment date. Principal payments will be mailed to the address of registration, unless notified otherwise, in writing, by the presenter of the bond. At the end of the year, all bondholders who received a principal distribution during the year will receive form 1099-B for tax reporting purposes. All principal proceeds must be reported to the IRS whether or not the bond issue is taxable.

**How can I receive call and maturity notice information for registered bonds?**

Call notices are mailed to the address of registration for all registered bondholders. Once your bond has been called for redemption, interest ceases to accrue and the bond

should be presented for payment. It is the bondholder's responsibility to present the bond for payment.

Maturity notices are not mailed to registered bondholders. The maturity date is printed on the face of each certificate. It is the bondholders' responsibility to be aware of the maturity date on the certificate.

**Tax Reporting Information**

We mail forms that report tax information to bondholders. The most commonly used tax forms are on the following table. For information on other tax forms not listed on the table, please contact Bondholder Services at 1-800-934-6802.

**How do I obtain additional 1099 Tax Forms?**



surety fee (to the insurance company) and a processing fee based upon the face amount of the certificate. In order to report a lost bond or coupon, please complete a Notification of Lost Securities form. Completed Notification forms can be mailed to:

**U.S. Bank Global Correspondent**

Attn: Non-Routine, BOI – EP-MN-WS2N  
60 Livingston Avenue  
St. Paul, MN 55107-2292

The completed form may also be faxed to: 651-466-5400

Upon receipt of this form, U.S. Bank will place a stop on your security and send you information concerning the replacement process and fees involved. For your protection, U.S. Bank does not accept notification of lost securities over the telephone. Click on the link to go to the Notification of Lost Securities form.

[bank.com/information](#)



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U.S. Bank is not responsible for and does not guarantee the products and services or performance of its affiliates and third party providers.

U.S. Bank and its representatives do not provide tax or legal advice. Each individual's tax and financial situation is unique. Individuals should consult their tax and/or legal advisor for advice and information concerning their particular situation.

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