

RUST CONSULTING, INC.

# Countrywide Guide for Excel Name and Address Files

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This guide describes usage of the standard Rust Consulting Excel template for electronic submission of securities name and address files.

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# 1 Countrywide Guide for Name and Address File

## 1.1 Overview

Rust Consulting has standardized on an Excel file format for electronic submissions name and address files.

This document describes the format of a valid file and is a guide for using it to submit name and address files. The format is implemented in a standard template file in Excel format. By submitting an Excel file in the format of the template file, and following the instructions in this document, you should be able to submit a valid name and address file.

## 1.2 Security and Integrity

Security features like encryption and digital signature are handled at the transport/envelope level, and is not described in this document. In most cases transport over a secure channel such as the Rust Consulting E Data Vault (<https://edatavault.rustconsulting.com>) or SFTP will be sufficient. The Excel file itself may be encrypted.

## 1.3 Countrywide Name and Address File Template

The provided Excel template must be used with no changes to column headers or worksheet name. The table below defines the data that should be loaded into the worksheet.

Column	Element/Attribute	Description	Format
A	First and Last name of Beneficial Owner	The first and last name of the primary individual owner of the account.	Char 50
B	Addr1	The address line 1 is used in the mail address block for Notices.	Char 50
C	Addr2	The address line 2 is used in the mail address block for Notices.	Char 50
D	City	The city is used in the mail address block for Notices. (DO NOT USE FOR FOREIGN ADDRESSES)	Char 30
E	State	The state is used in the mail address block for Notices. (DO NOT USE FOR FOREIGN ADDRESSES)	Char 2
F	Zip	Zip5 (DO NOT USE FOR FOREIGN ADDRESSES)	Char 5
G	Country	The country is for foreign addresses and is used in the mail address block for Notices. (DO NOT USE FOR DOMESTIC ADDRESSES, i.e. U.S.A., Puerto Rico, Virgin Islands, or APO)	Char 25

## 1.4 Countrywide CUSIP Tables

**CUSIP Table**

CUSIP	Definition	Ticker symbol (if applicable)	Comments
222372104	Common Stock		
222388209	Capital V 7% Securities		Please do not supply a B position as this security was not issued until November 2006 (during the class period)
	See Settlement Notice Exhibit B for a complete listing of Debt Securities		