

To: Jj Litchford; Melinda Roy  
Cc: [REDACTED]; Kathryn J Stanfield  
Subject: Account [REDACTED] Overdraft for 8 days- ACTION REQUIRED [I]

Classification: **For internal use only**

Hi,

Jeffrey Epstein

[REDACTED] NOW Account

Ledger balance:	-69.62	Today's activity:
Current balance:	-69.47	Total Holds:
Account available balance:	-69.47	Float:
Total accessible balance:	-69.47	Unused PRA:
Closing balance:	-17.02	Related available balance:
Last statement:	02/29/2016	

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Date	Check	Amount	Description	Status
03/21/2016		0.03	736 - Preauthorized Credit	Pending
03/21/2016		0.12	736 - Preauthorized Credit	Pending
03/18/2016		-69.62	Daily balance	
03/18/2016		403.95	941 - Preauthorized Debit	Force Post
03/18/2016		577.28	629 - Credit Memo	
03/11/2016		-242.95	Daily balance	
03/11/2016		577.28	941 - Preauthorized Debit	Force Post

Earlier today we received an overdraft referral form from Operations. Please be aware that this account has been in an overdraft status from more than five business days and, therefore, should be charged a fee.

You **MUST** take one of the below two action steps:

**I. Charge a \$30 overdraft fee.**

- Create a Financial Client Instructions-Banking TEAS case under the account in -DBforce.
- Enter the following language in the Description field in the Special Instructions section, "Charge a \$30 overdraft fee."
- Select "Exempt" from the Instructions Via field in the Call Back Details section.

**II. Request/Enter a Waiver.**

- Create a Financial Client Instructions-Banking TEAS case under the account in DBforce.
  - Enter the following language in the Description field in the Special Instructions section, "Waive the \$30 overdraft fee."
  - Select "Exempt" from the Instructions Via field in the Call Back Details section.
- Attach Business Manager email approval to case

Kind regards,  
Komal Shahani



Komal Shahani  
Process Supervisor

DBOI Global Services Private Limited  
COO Wealth Management Operations

Email [REDACTED]

Please send all the Banking related Queires to our new Group E-mail ID