

**From:** Michael Coomb-Smith [REDACTED]  
**Sent:** 3/7/2016 11:04:42 AM  
**To:** Anna-Sofiya Lupolover [REDACTED]; Michele-M Quattrocchi [REDACTED]; Elizabeth Payne [REDACTED]; Scott Prokop [REDACTED]; Cynthia Rodriguez [REDACTED]; Hildegarde Berrios [REDACTED]; Matthew Pontoriero [REDACTED]; Brigid Macias [REDACTED]; Brenda Guerrier [REDACTED]; Cathy L Carneiro [REDACTED]; Rebecca Velanis [REDACTED]; Dahlia Uchihara [REDACTED]; Aracely Sanchez [REDACTED]; Cari LaRose [REDACTED]; Israel Velasquez [REDACTED]; Tammy-J Wong [REDACTED]; Daphne Cales [REDACTED]; Amanda Kirby [REDACTED]; Caitlin Carey [REDACTED]; Theresa Romano [REDACTED]; Lesley Peer [REDACTED]; Lauren Liles [REDACTED]; Marjorie Hansen-Cosby [REDACTED]; Anu Barua [REDACTED]; Liz Fitzgerald [REDACTED]; Bradley Gillin [REDACTED]; Janet Sible [REDACTED]  
**CC:** Andrea Nicoletti [REDACTED]; Brian P Convey [REDACTED]; Leo Bresnahan [REDACTED]; Anh H Parisi [REDACTED]; Terri Sohrab [REDACTED]; Douglas [REDACTED]; Salvatore Moore [REDACTED]; Terrence F Tangney [REDACTED]; Russell Daulton [REDACTED]; Mark Gonzalez [REDACTED]; Susan Burnett [REDACTED]; Cheryl Paller [REDACTED]; Michelle Pecorino [REDACTED]; Paul Morris [REDACTED]; Dan Gray [REDACTED]; Rosemary Vrablic [REDACTED]; Carlos Arrizurieta [REDACTED]; Timothy MacGuire [REDACTED]; Joanne Jensen [REDACTED]; Michael Mullin [REDACTED]; Jay Harley [REDACTED]; David Rodin [REDACTED]; Monique Victor [REDACTED]; Margie Edwards [REDACTED]; Anthony Western [REDACTED]; Teresa Metallo [REDACTED]; Lisa-M Ramos [REDACTED]; Catherine Logreco [REDACTED]  
**Subject:** RE: Feb. 2016 Return Mail Report for Dom. Banking, Money Market, Mutual Funds, Escrow and DBAG CD Accounts [1]  
**Attachments:** Feb. 2016 Return Mail Report For Dom. Banking, Money Market, Mutal Funds, Escrow and DBAG CD Accounts.xlsx

Classification: **For internal use only**

The attached file contains returned items for your accounts.

**A response is required for each item on the Return Mail Report.** Please respond by DB Force Case Only by choosing one of the following responses:

- 1 Re-mail to the same address
- 2 Re-mail to new address (provide address) – address must already be updated on the system
- 3 Destroy return due to recipient no longer required to receive item – system already updated with recipient no longer scheduled to receive the returned item
- 4 Destroy item as account is closed - (be sure recipient received final statement)
- 5 Destroy the check - Stop payment must have been placed on the check and the funds re-deposited
- 6 Client contact could not be made at this time – I will follow up within 30 days
- 7 Client contact was made and pending client letter of address change – I will create a case to re-mail the returned items after address has been updated on the system.

**Change of Address Cases are not sent to Doc Management, so we don't know when an address is updated. The only way to remove the return from this report is to create a DB Force Case with Case Subject = Returned Mail with instructions on what to do with the mail. Destroys will only be done with a reason why to destroy and with a system update.**

Kind regards,  
Michael Coomb-Smith