

Guidance for Consigning Entities - Entry of Initial Wiring Instructions in the Compliance Instrument Tracking System Service

October 9, 2015

With the release of additional functionality in the Compliance Instrument Tracking System Service (CITSS) in early September 2015, the process for consigning entities to provide and confirm the entity's wiring instructions for the payment of proceeds resulting from the sale of consigned allowances at an auction has been updated. The PAR and AARs will now enter and confirm the wiring instructions directly in CITSS. Deutsche Bank National Trust Company (Deutsche Bank), acting as the Auction and Reserve Sale Financial Services Administrator (Financial Services Administrator, or FSA), will no longer accept wiring instructions provided by email or mail and will not confirm wiring instructions by email.

All consigning entities will need to enter their wiring instructions in CITSS for initial confirmation by the Financial Services Administrator. Two representatives are required to take action to propose and verify wiring instructions. Both representatives will need to have the FedWire wiring instructions for the entity to complete the data entry and verification in CITSS. The wiring instructions include the entity's bank name and an American Bankers Association (ABA) Routing Number, the entity's account name and account number, and any specific payment details typically entered.

To complete the initial data entry to provide wiring instructions in CITSS, the PAR/AARs for an entity will complete the following:

Representative #1

- Log in to CITSS
- Access the Limited Use Holding Account Page
- There is a new button available at the top of the page next to Account Detail, labeled "Wiring Instructions"
- Select "Wiring Instructions"
- On the Wiring Instructions page, enter the following information:
 - Beneficiary Bank Name
 - Beneficiary Bank ABA Routing Number
 - Beneficiary Account Name
 - Beneficiary Account Number
 - Re-enter Beneficiary Account Number
 - Last four characters of the Beneficiary Account Number
- Select "Submit"

- The PAR and all AARs will receive email notification from CITSS that the entity's wiring instructions are in "Proposed" status

Representative #2

- Log in to CITSS
- Access the Limited Use Holding Account Page
- Select "Wiring Instructions"
- On the Wiring Instructions page, review the proposed wiring instructions information in the Proposed FedWire Wiring Instructions pane
- Review the last four characters of the Beneficiary Account Number and ensure they match your records
- In the Verify Wiring Instructions pane, enter the full beneficiary account number and CITSS password
- Select "Submit"
- The PAR and all AARs will receive email notification from CITSS that the entity's wiring instructions are in "Verified" status

Deutsche Bank will receive a report of all verified wiring instructions and will confirm through CITSS that the entity's FedWire wiring instructions meet all requirements. Deutsche Bank cannot validate that the data entry is correct only that the data includes all required information; it is the entity representatives' responsibility to ensure the accuracy of the wiring instructions information entered in CITSS.

Once Deutsche Bank confirms an entity's wiring instructions in CITSS, the PAR and all AARs will receive email notification that the entity's wiring instructions are in "Confirmed by FSA" status. Deutsche Bank will use the wiring instructions that have been confirmed by the FSA for the distribution of proceeds following each auction. As with prior auctions, consigning entity representatives will receive an email from Deutsche Bank 24 hours prior to the release of proceeds with a consigning entity statement identifying the amount that will be transferred.

Once wiring instructions are in "Confirmed by FSA" status, if the entity you represent consigns to a future auction, at the point in time that the consignment transfer is saved and again when PAR proposed, CITSS will request confirmation of the current wiring instructions. After wiring instructions have been confirmed by the FSA, they do not need to be re-entered unless they change. Account representatives will be prompted to confirm the existing instructions any time a consignment transfer is saved or proposed.

Additional information on the actions to be taken to confirm existing wiring instructions or provide updated wiring instructions is provided in the Auction Consignment Wiring Instructions User Reference available on the CITSS webpage at: www.arb.ca.gov/citss.