

Dakota Depository Company, LLC

1437 42nd St S
 Fargo, ND 58103

Fax 701.335.7847
 Phone 855.532.5682

Transfer Request

Form

(Internal or External)

Account Information	
DDC Account Name:	DDC Account #:

Internal Transfer <input type="checkbox"/> (Check this box and complete the information below for a transfer to another DDC account)	
Internal Account Name:	Internal Account #:
Request Date: _____	Transfer Date: <input type="checkbox"/> Immediately <input type="checkbox"/> Date Specified _____

External Transfer <input type="checkbox"/> (Check this box and complete the information below for a transfer out of DDC)	
Request Date: _____	Transfer Date: <input type="checkbox"/> Immediately <input type="checkbox"/> Date Specified _____
<input type="checkbox"/> External Transfer Address:	OR
Address #1:	<input type="checkbox"/> Agent Release:
Address #2:	Name of Agent:
City: State: Zip:	
Country:	
<input type="checkbox"/> USPS Priority Mail <input type="checkbox"/> USPS Registered Mail	
<input type="checkbox"/> UPS Ground <input type="checkbox"/> UPS Next Day Air	
<input type="checkbox"/> **Other (please include instructions on the bottom of the page)	(Positive Identification Must Be Provided For Agent Pickups)

Quantity	Product Code/Description

Please FAX Completed Transfer Requests To: 701.335.7847 Or Email To: transfers@dakotadepository.com
** Other instructions:
Authorized Signature(s):

We will do our best to accommodate any special instructions you may have or your shipping preference.
 However, if we are unable to do so one of our representatives will contact you.