



The Official Source for Municipal Disclosures and Market Data

CUSIPs: A Quick Guide for Issuers

Version 1.0, September 2016

Revision History

Version	Date	Description of Changes
1.0	September 2016	Initial version.

Resources and Support

MSRB Website: www.msrb.org

EMMA Website: emma.msrb.org

For assistance, contact MSRB Support at 202-838-1330 or MSRBsupport@msrb.org.

Live Support: 7:30 a.m. - 6:30 p.m. ET

Email Support: 7:00 a.m. – 7:00 p.m. ET

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Introduction

The MSRB protects investors, state and local governments and other municipal entities, and the public interest by promoting a fair and efficient municipal securities market. The MSRB fulfills this mission by regulating the municipal securities firms, banks and municipal advisors that engage in municipal securities and advisory activities. To further protect market participants, the MSRB provides market transparency through its [Electronic Municipal Market Access \(EMMA®\) website](#), the official repository for information on virtually all municipal bonds. EMMA provides free public access to official disclosures, trade data, credit ratings, educational materials and other information about the municipal securities market. The MSRB also serves as an objective resource on the municipal market, conducts extensive education and outreach to market stakeholders, and provides market leadership on key issues. The MSRB is a Congressionally-chartered, self-regulatory organization governed by a 21-member board of directors that has a majority of public members, in addition to representatives of regulated entities. The MSRB is subject to oversight by the Securities and Exchange Commission.

The EMMA website is a centralized online database operated by the MSRB that provides free public access to official disclosure documents and trade data associated with municipal bonds issued in the United States. In addition to current credit rating information, the EMMA website makes available real-time trade prices and primary market and continuing disclosure documents for over one million outstanding municipal bonds, as well as current interest rate information, liquidity documents and other information for most variable rate municipal securities. The EMMA website also makes available public disclosures of political contributions made by brokers, dealers and municipal securities dealers (collectively, dealers) and municipal advisors to municipal entity officials (formerly referred to as issuer officials), state and local political parties, and bond ballot referendum committees.

The purpose of these instructions is to assist municipal securities issuers with locating CUSIP numbers for their issues when making continuing disclosure submissions.

CUSIP numbers and certain related descriptive information are copyrighted by the American Bankers Association (ABA) and are used with permission from the CUSIP Global Services managed on behalf of the ABA by Standard & Poor's. © 2016 ABA.

What is a CUSIP?

A CUSIP is an identification number assigned to each maturity of an issue, similar to a serial number. The acronym CUSIP refers to Committee on Uniform Security Identification Procedures and nine-digit, alphanumeric CUSIP numbers that are used to identify securities, including municipal bonds. The first six characters are known as the base, or CUSIP-6, and uniquely identify the bond issuer. The seventh and eighth digit identify the exact bond issue and the ninth digit is an automatically generated “check digit.”

When making a continuing disclosure submission, EMMA will request that you identify the appropriate securities to which the disclosure applies by using CUSIP numbers. EMMA allows continuing disclosure submitters to associate documents with particular CUSIPs. During the submission process, users can input a CUSIP-6 and drill down to obtain the relevant CUSIP-9s. Users can also input individual CUSIP-9s when submitting documents. This document provides several helpful tips for obtaining your CUSIP numbers.

How can I find my CUSIP?

The two best ways to locate a CUSIP are to search for it on EMMA or on CUSIP’s Municipal Issuer Access web service. Other ways to locate a CUSIP are to find it in an official statement or by consulting external sources such as the bond underwriter or bond counsel.

Searching for a CUSIP on the EMMA Dataport

When making a continuing disclosure submission, a user can search for a CUSIP-6 and a CUSIP-9. If the user does not know their CUSIP-9s, the user selects “I don’t know my CUSIP-9s” from the Associate Securities screen as shown below.

EMMA Dataport - Continuing Disclosure Submission

Submission Status: Not Published

You are currently acting on behalf of: Municipal Securities Rulemaking Board

Associate Issues/Securities to the Disclosure

Disclosure Type: Amendment to continue disclosure undertaking dated 02/19/2010

Select one of the options for associating issues/securities

CUSIP-9 Based

- I know my CUSIP-9s: Select to input individual CUSIP-9s or use existing Group(s)
- I don't know my CUSIP-9s: Select to search for CUSIP-9s or to input a CUSIP-6

Non-CUSIP-9 Based

- Commercial Paper (CUSIP-6 Based)
- Ineligible for CUSIP Number Assignment
- 529 College Savings Plan
- Other Municipal Fund Security

To identify CUSIP-9s, the user must first locate any relevant CUSIP-6(s) by filling in the Issuer Name and/or State and selecting “Search.” To narrow the search results, use a combination of

Issuer Name and State. This feature facilitates finding the correct CUSIP numbers and applying them to the current submission.

EMMA Dataport - Continuing Disclosure Submission

Submission Status: Not Published

You are currently acting on behalf of: Municipal Securities Rulemaking Board

Back Next Save Exit

Associate Issues/Securities to the Disclosure

Disclosure Type: Amendment to continue disclosure undertaking dated 02/19/2010

Total CUSIPs Count: 0

CUSIP-9 BASED

SEARCH FOR CUSIP-6S

Search CUSIP-6 by entering either CUSIP-6 or by entering issuer name and/or state.

CUSIP-6: Search

or

Issuer Name:

State:

Search Clear

Select the relevant CUSIP-6s from the search results by checking the corresponding check box, which will associate them with the current submission, then select “Add Issuer”.

EMMA Dataport - Continuing Disclosure Submission

Submission Status: Not Published

You are currently acting on behalf of: Municipal Securities Rulemaking Board

Back Next Save Exit

Associate Issues/Securities to the Disclosure

Disclosure Type: Amendment to continue disclosure undertaking dated 02/19/2010

Total CUSIPs Count: 0

CUSIP-9 BASED

SEARCH FOR CUSIP-6S

Search CUSIP-6 by entering either CUSIP-6 or by entering issuer name and/or state.

CUSIP-6: Search

or

Issuer Name:

State: VA

Search Clear

CUSIPs via CUSIP6s Search

Displaying 1 - 100 of 1,095 records.

Add Issuer Cancel

Continue

Select CUSIP-6	CUSIP-6	Issuer Name	State
<input checked="" type="checkbox"/>	003506	ABINGDON VA	VA
<input type="checkbox"/>	00350N	ABINGDON VA INDL DEV AUTH HOSP FAC REV	VA
<input type="checkbox"/>	004338	ACCOMACK CNTY VA	VA
<input type="checkbox"/>	004341	ACCOMACK CNTY VA INDL DEV AUTH HEALTHCARE FACS REV	VA
<input type="checkbox"/>	00434R	ACCOMACK CNTY VA INDL DEV AUTH LEASE REV	VA
<input type="checkbox"/>	004346	ACCOMACK CNTY VA SCH BRD CTFS PARTN	VA
<input type="checkbox"/>	01266R	ALBEMARLE CNTY VA ECONOMIC DEV AUTH EDL FACS REV	VA
<input type="checkbox"/>	01266Q	ALBEMARLE CNTY VA ECONOMIC DEV AUTH HEALTH SVCS REV	VA
<input type="checkbox"/>	012663	ALBEMARLE CNTY VA ECONOMIC DEV AUTH HOSP REV	VA
<input type="checkbox"/>	012664	ALBEMARLE CNTY VA INDL DEV AUTH CMNTY SVCS FACS REV	VA

Note: This only adds the selected CUSIP-6 to the Associate Securities screen; CUSIP-9(s) must still be selected. To add CUSIP-9s, select the check box next to the relevant CUSIP-9(s) as illustrated below.

EMMA Dataport - Continuing Disclosure Submission **MSRB GATEWAY**

Submission Status: Not Published You are currently acting on behalf of: Municipal Securities Rulemaking Board

[Back](#) [Next](#) [Save](#) [Exit](#)

Associate Issues/Securities to the Disclosure
 Disclosure Type: Amendment to continue disclosure undertaking dated 02/19/2010
 Total CUSIPs Count: 0

CUSIP-9 BASED

SEARCH FOR CUSIP-6S
 Search CUSIP-6 by entering either CUSIP-6 or by entering issuer name and/or state.

CUSIP-6: [Search](#)

or

Issuer Name:

State:

[Search](#) [Clear](#)

CUSIP-9s must still be selected

To add securities, select a CUSIP-6 from the list below then select securities from the right-side security list.

CUSIP-6 State Issuer Name
[003506](#) [VA](#) [ABINGDON VA](#) x

Added from CUSIP 6 Search - previous screen

ABINGDON VA, VA (003506)
 Displaying 1 - 3 of 3 issues.
 Total securities selected for this CUSIP-6: 0 [Refresh Count](#) Select all issues for issuer:

Select Issue(s)	Issue Description	Dated Date	Maturity Dates	Official Statement
<input type="checkbox"/>	REF	09/01/1998	1999 to 2012	Preview
<input type="checkbox"/>	<no issue name>	09/15/1995	1996 to 2005	Preview

Select CUSIP-9s	CUSIP	Maturity Date	Interest Rate (%)	Principal Amt (\$)
<input type="checkbox"/>	003506AQ5	08/01/1996	3.9	
<input type="checkbox"/>	003506AR3	08/01/1997	4.1	
<input type="checkbox"/>	003506AS1	08/01/1998	4.2	
<input type="checkbox"/>	003506AT9	08/01/1999	4.3	
<input type="checkbox"/>	003506AU6	08/01/2000	4.35	
<input type="checkbox"/>	003506AV4	08/01/2001	4.45	
<input type="checkbox"/>	003506AW2	08/01/2002	4.55	
<input type="checkbox"/>	003506AX0	08/01/2003	4.65	
<input type="checkbox"/>	003506AY8	08/01/2004	4.75	
<input type="checkbox"/>	003506AZ5	08/01/2005	4.85	

[CAP IMPT](#) 07/15/1992 1993 to 2012 [Preview](#)

A Sample EMMA Search

As an example, the below screens demonstrate using the search term “Adelanto California Agency Tax Allocation.” This search is unsuccessful in finding the CUSIP-6. Notice that strings of text entered in the Issuer Name field that are too specific may not return results.

CUSIP-9 BASED

SEARCH FOR CUSIP-6S
 Search CUSIP-6 by entering either CUSIP-6 or by entering issuer name and/or state.

No record found

CUSIP-6: [Search](#)

or

Issuer Name:

State:

[Search](#) [Clear](#)

Strings of text that are too specific may not return proper results

Instead of entering long strings of text, enter a unique keyword that returns a manageable number of results. As you can see, by entering the keyword “Adelanto,” 13 records display and it is easier to find the appropriate CUSIP-6.

EMMA Dataport - Continuing Disclosure Submission MSRB
GATEWAY

Submission Status: Not Published You are currently acting on behalf of: Municipal Securities Rulemaking Board

Search Example:
Adelanto California Agency Tax Allocation

[Back](#) [Next](#) [Save](#) [Exit](#)

Associate Issues/Securities to the Disclosure

Disclosure Type: Amendment to continue disclosure undertaking dated 02/19/2010
Total CUSIPs Count: 0

CUSIP-9 BASED

SEARCH FOR CUSIP-6S
Search CUSIP-6 by entering either CUSIP-6 or by entering issuer name and/or state.

CUSIP-6: [Search](#)

OR

Issuer Name: [Search](#) [Clear](#)

State:

Less is better.
Use unique keywords to search
instead of long strings of text.

CUSIPs via CUSIP6s Search
Displaying 1 - 13 of 13 records. [Add Issuer](#) [Cancel](#)

Select CUSIP-6	CUSIP-6	Issuer Name	State
<input type="checkbox"/>	006790	ADELANTO CALIF CTFS PARTN	CA
<input type="checkbox"/>	00679N	ADELANTO CALIF ELEM SCH DIST CMNTY FACS DIST NO 1 SPL TAX	CA
<input type="checkbox"/>	006792	ADELANTO CALIF ELEM SCH DIST CMNTY FACS DIST SPL TAX	CA
<input type="checkbox"/>	00679L	ADELANTO CALIF ELEM SCH DIST CTFS PARTN	CA
<input type="checkbox"/>	006793	ADELANTO CALIF IMPT AGY SINGLE FAMILY RESIDENTIAL MTG REV	CA
<input type="checkbox"/>	006795	ADELANTO CALIF IMPT AGY TAX ALLOC	CA
<input type="checkbox"/>	006796	ADELANTO CALIF IMPT BD ACT 1915	CA
<input type="checkbox"/>	00679R	ADELANTO CALIF PUB FING AUTH LEASE REV	CA
<input type="checkbox"/>	00679P	ADELANTO CALIF PUB FING AUTH LOC AGY REV	CA
<input type="checkbox"/>	006797	ADELANTO CALIF PUB UTIL AUTH REV	CA
<input type="checkbox"/>	006806	ADELANTO CALIF SCH DIST	CA
<input type="checkbox"/>	006809	ADELANTO CALIF WTR AUTH REV	CA
<input type="checkbox"/>	006797	ADELANTO PUBLIC UTILITY AUTHORITY	CA

After finding the CUSIP-6, you must then select the relevant CUSIP-9s. There are 17 issues for this issuer.

EMMA Dataport - Continuing Disclosure Submission
MSRB
GATEWAY

Submission Status: Not Published
You are currently acting on behalf of: Municipal Securities Rulemaking Board

Back
Next
Save
Exit

Associate Issues/Securities to the Disclosure
 Disclosure Type: Amendment to continue disclosure undertaking dated 02/22/2010
 Total CUSIPs Count: 0

CUSIP-9 BASED

SEARCH FOR CUSIP-6S
 Search CUSIP-6 by entering either CUSIP-6 or by entering issuer name and/or state.

CUSIP-6: Search

OR

Issuer Name:

State:

Search
Clear

To add securities, select a CUSIP-6 from the list below then select securities from the right-side security list.

CUSIP-6	State	Issuer Name
006795	CA	ADELANTO CALIF IMPT AGY... x

ADELANTO CALIF IMPT AGY TAX ALLOC, CA (006795)
 Displaying 1 - 17 of 17 issues.
 Total securities selected for this CUSIP-6: 0 [Refresh Count](#) Select all issues for issuer:

Select Issue(s)	Issue Description	Dated Date	Maturity Dates	Official Statement
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ NO 3	12/19/2007	2008 to 2037	Preview
<input type="checkbox"/>	[+] RFDG-ADELANTO IMPT PJ-SER B	12/30/1993	1999 to 2009	
<input type="checkbox"/>	[+] RFDG & IMPT-ADELANTO PJ-C	12/01/1993	1998 to 2029	
<input type="checkbox"/>	[+] RFDG-ADELANTO IMPT PJ-SER B	12/01/1993	12/01/2023	
<input type="checkbox"/>	[+] SUB BD ANTIC-ADELANTO IMPT PJ	04/26/1993	2000 to 2020	Preview
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ	12/01/1991	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ-MAND RED-8/1/93	12/01/1991	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ-MAND RED-8/1/94	12/01/1991	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ-MAND RED-8/1/95	12/01/1991	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ-MAND RED-8/1/96	12/01/1991	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PJ-MAND RED-8/1/93	05/01/1990	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PJ-MAND RED-8/1/94	05/01/1990	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PJ-MAND RED-8/1/95	05/01/1990	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ	05/01/1990	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ	12/01/1986	06/01/2015	
<input type="checkbox"/>	[+] RFDG	12/01/1985	06/01/2015	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ	05/01/1984	05/01/2015	

Maximize the issues by selecting [+] to find the relevant securities, and the CUSIP-9. Select the securities by checking the box next to the relevant CUSIP-9(s).

Associate Issues/Securities to the Disclosure
Disclosure Type: Amendment to continue disclosure undertaking dated 02/22/2010
Total CUSIPs Count: 0

CUSIP-9 BASED

SEARCH FOR CUSIP-6S
Search CUSIP-6 by entering either CUSIP-6 or by entering issuer name and/or state.

CUSIP-6:

or

Issuer Name:

State:

Expand the Issue by selecting the [+]

To add securities, select a CUSIP-6 from the list below then select securities from the right-side security list.

CUSIP-6 State **Issuer Name**

006795 CA ADELANTO CALIF IMPT AGY ... x

ADELANTO CALIF IMPT AGY TAX ALLOC, CA (006795)
Displaying 1 - 17 of 17 issues.
Total securities selected for this CUSIP-6: 0 [Refresh Count](#) Select all issues for issuer:

Select Issue(s)	Issue Description	Dated Date	Maturity Dates	Official Statement
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ NO 3	12/19/2007	2008 to 2037	Preview
<input type="checkbox"/>	[+] RFDG-ADELANTO IMPT PJ-SER B	12/30/1993	1999 to 2009	
<input type="checkbox"/>	[+] RFDG & IMPT-ADELANTO PJ-C	12/01/1993	1998 to 2029	
<input type="checkbox"/>	[+] RFDG-ADELANTO IMPT PJ-SER B	12/01/1993	12/01/2023	
<input type="checkbox"/>	[+] SUB BD ANTIC-ADELANTO IMPT PJ	04/26/1993	2000 to 2020	Preview
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ	12/01/1991	08/01/2020	

Select CUSIP-9s	CUSIP	Maturity Date	Interest Rate (%)	Principal Amt (\$)
<input checked="" type="checkbox"/>	006795AE8	08/01/2020	8.25	-3,520,000.00
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ-MAND RED-8/1/93	12/01/1991	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ-MAND RED-8/1/94	12/01/1991	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ-MAND RED-8/1/95	12/01/1991	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ-MAND RED-8/1/96	12/01/1991	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PJ-MAND RED-8/1/93	05/01/1990	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PJ-MAND RED-8/1/94	05/01/1990	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PJ-MAND RED-8/1/95	05/01/1990	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ	05/01/1990	08/01/2020	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ	12/01/1986	06/01/2015	
<input type="checkbox"/>	[+] RFDG	12/01/1985	06/01/2015	
<input type="checkbox"/>	[+] ADELANTO IMPT PROJ	05/01/1984	05/01/2015	

Using the CUSIP's Municipal Issuer Access Web Service to Locate a CUSIP

CUSIP's Municipal Issuer Access is a CUSIP-operated service designed solely to help municipal issuers obtain CUSIP information to assist with SEC Rule 15c2-12 disclosure reporting requirements. Municipal Issuer Access allows a user to conduct a basic search by an issuer name or CUSIP or an advanced search by issuer/security description, interest rate, maturity/dated date and/or coupon. This comprehensive search also allows users to exclude certain items from your search: insured issues, matured issues and derivatives.

Benefits of this search functionality are: direct access to the CGS database, real time updates, complete universe of municipal securities, and fast search capability.

To learn more about the service, visit their demo site [here](#). To enroll with CUSIP Municipal Issuer Access select the link found [here](#).

Locating a CUSIP on an Official Statement

If there are CUSIPs associated with your issue, then they will likely be listed on the first couple of pages of the official statement, which is the primary offering document. An issuer can find a particular official statement on EMMA or may be able to obtain a copy from the underwriter.

Below is an example of a second page of an official statement.

\$4,180,000
CASTAIC UNION SCHOOL DISTRICT
CERTIFICATES OF PARTICIPATION
(2010 REFUNDING)

MATURITY SCHEDULE

Add the last three digits in these columns to the CUSIP-6 for the CUSIP-9 level

CUSIP-6 Base → **BASE CUSIP¹: 14837R**

\$1,990,000 Serial Certificates

Maturity Date (September 1)	Principal Amount	Interest Rate	Yield	CUSIP ¹	Maturity Date (September 1)	Principal Amount	Interest Rate	Yield	CUSIP ¹
2011	\$ 65,000	2.000%	1.060%	AG5	2019	\$ 135,000	3.750%	3.970%	AQ3
2012	75,000	2.000	1.510	AH3	2020	150,000	3.875	4.170	AR1
2013	80,000	3.000	1.800	AJ9	2021	160,000	4.000	4.330	AS9
2014	90,000	3.000	2.100	AK6	2022	175,000	4.125	4.370	AT7
2015	100,000	3.000	2.540	AL4	2023	190,000	4.250	4.560	AU4
2016	105,000	3.000	3.000	AM2	2024	205,000	4.375	4.650	AV2
2017	115,000	3.125	3.350	AN0	2025	220,000	4.500	4.740	AW0
2018	125,000	3.500	3.720	AP5					

\$2,190,000 5.125% Term Certificates due September 1, 2033 Yield 5.280% CUSIP¹ BE9

Locating a CUSIP through External Parties

MSRB rules require the underwriter of an issue to ensure that the CUSIP numbers are assigned to new issues that are eligible for CUSIP number assignment. The underwriter is also required to ensure that these CUSIPs are correctly reported to EMMA. If you do not know your CUSIP numbers, then the underwriter for your issue may have a record of the CUSIP numbers that were assigned to your issue. In addition, an issuer's bond counsel may also have a record of the CUSIP numbers associated with each bond deal. Bond counsel may be able to provide the CUSIP-6 and/or CUSIP-9 to the issuer so that when submitting continuing disclosure documents to the MSRB on EMMA, the issuer may either use the associated CUSIP-9s, or search for the associated CUSIP-9s on EMMA as described above.