

Michigan
CLASS[®]



Registration Packet

Welcome to Michigan CLASS

Thank you for choosing Michigan CLASS!

We believe you have made a sound investment decision in choosing Michigan Cooperative Liquid Assets Securities System (Michigan CLASS). We look forward to being your trusted partner to your organization and its investment management goals and are excited to connect with you to make your investment process a positive, easy experience.

This packet contains all the materials necessary to set up your Michigan CLASS account(s). If you have any questions about the registration process or about your Michigan CLASS account(s), please do not hesitate to contact us. The Michigan CLASS Client Service team can be reached any business day from 8:00 a.m. to 5:00 p.m. ET by phone at (855) 382-0496 or by email at clientservices@michiganclass.org.

Registration Procedures

To participate in Michigan CLASS, please complete the following:

1. Read the Participation Agreement (accessible on www.michiganclass.org).
2. Provide an Authorizing Resolution or a copy of your meeting minutes supporting participation in Michigan CLASS (please attach).
3. Adopt the Certificate of Delivery and Resolution (page 3).
4. Complete the Entity Registration (page 4).
5. Complete the Authorized Contacts Form (page 5/6).
6. Complete the Accounts to be Established Form; you may open as many account as you wish (page 7).
7. Keep the original forms for your records and send the completed packet to the Michigan CLASS Client Service team by fax (855) 381-0496 or email clientservices@michiganclass.org.

Questions? Please contact us; we would love to hear from you.

Michigan CLASS Client Service Team
T (855) 382-0496
clientservices@michiganclass.org

Through the Michigan CLASS website, www.michiganclass.org, Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the Michigan CLASS program.

Certificate of Delivery and Resolution

The attached Authorizing Resolution which has been duly adopted by _____ and
Entity Name
certified by the Clerk thereto is hereby delivered to Public Trust Advisors, LLC (the Investment Advisor) to
effectuate participation (in what is commonly known Michigan CLASS) in the Participant Agreement dated
November 1, 2018, as amended.

Authorized Signer's Name

Signature

Title



Trust Registration

Entity Information

Entity Name (Participant) _____

Entity Type: City/Village County Township School District

Other (Specify) _____

Mailing Address _____

City _____ Zip _____ County _____

Physical Address (if different than above) _____

City _____ Zip _____ County _____

Tax ID _____ Fiscal Year-End Date (Month/Day) _____

Michigan CLASS is hereby authorized to honor any telephoned, faxed, or electronic request believed to be authentic for withdrawal of funds from the pool. The withdrawal proceeds can only be sent to the bank(s) indicated below unless changed by written instructions. Each entity is responsible for notifying Michigan CLASS of any changes to its account.

Wires will be distributed every hour with the final distribution ending at 3:00 p.m. ET; distribution times are subject to change as needed by the Michigan CLASS Administrator.

Banking Information

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact _____ Contact's Phone Number _____

Wire ACH Both

Additional Banking Information (Optional)

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact _____ Contact's Phone Number _____

Wire ACH Both

Authorized Contacts

Authorized Signers Can:	Read-Only Users Can
Approve changes to the Investor Profile Update banking/contact information Transfer funds Receive account updates	Receive account updates Request "view-only" access to monthly statements and transaction confirmations

Key Contact and Authorized Signer

Print First and Last Name

Signature Required

Email

Title

Phone

Fax

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

(Signature Required if Authorized Signer)

Email

Title

Phone

Fax

Permissions (check only one)

- Authorized Signer to Move Funds*
- Read-Only Access

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

(Signature Required if Authorized Signer)

Email

Title

Phone

Fax

Permissions (check only one)

- Authorized Signer to Move Funds*
- Read-Only Access

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

*The key contact on an account is the main point of contact for an entity. They receive voting credentials for Board of Trustee elections and all other important communications.

Authorized Contacts (cont.)

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check only one)

- Authorized Signer to Move Funds*
- Read-Only Access

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check only one)

- Authorized Signer to Move Funds*
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Email Notifications (notice of report availability in the online portal)

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Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check only one)

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- Read-Only Access

Email Notifications (notice of report availability in the online portal)

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Accounts to be Established

Entity Name: _____

Desired Subaccount Name(s)* i.e. General Fund, etc.:
(To be completed by Participant)

*Name must be limited to 40 characters.

Once your Michigan CLASS account has been established, you will receive a confirmation email with your login credentials from no-reply@michiganclass.org. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before contacting the Michigan CLASS Client Service team.