

Michigan  
**CLASS**<sup>®</sup>



**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](mailto:clientservices@michiganclass.org).

## Registration Procedures

**To participate in Michigan CLASS, please complete the following:**

1. Read the Participation Agreement (accessible on [www.michiganclass.org](http://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](mailto: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](mailto:clientservices@michiganclass.org)

Through the Michigan CLASS website, [www.michiganclass.org](http://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, 2021, 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\*
- 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\*
- Read-Only Access

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

- Monthly Statements
- Transaction Confirmations



## Accounts to be Established

Entity Name: \_\_\_\_\_

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

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\*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](mailto: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.