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 accounts as you wish (page 7).
7. Should you be interested in participating in Michigan CLASS EDGE, complete the EDGE Participant Acknowledgement Form (page 8), and the EDGE Accounts to be Established Form; you may open as many accounts as you wish (page 9).
8. 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, 2021, as amended.

____
Authorized Signer's Name

____
Signature

____
Title

717 17th Street, Suite 1850
Denver, Colorado 80202

T (855) 382-0496
F (855) 381-0496

clientservices@michiganclass.org
www.michiganclass.org

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. Additionally, Michigan CLASS must be notified of any contributions by 3:00 p.m. ET to receive same day credit. **If funds are not received by 5:00 p.m. ET, contribution orders will be voided.**

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 ____________________ Title ____________________

Signature Required ____________________ Phone ____________________

Email ____________________ Fax ____________________

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

*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

Michigan CLASS 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 35 characters.

______________________ ______________________

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Michigan CLASS & LCSA

Eligible entities can now receive Local Community Stabilization Authority (LCSA) distributions directly to a Michigan CLASS subaccount. With online distributions, entities can receive LCSA payments as soon as the LCSA distribution is initiated. If you would like your LCSA payments to be deposited directly into a Michigan CLASS subaccount, please list below the following information:

LCSA Payee ID** (State Municipal Code)	**LSCA Account Name****	**Michigan CLASS Subaccount Name** (Select an account name from above)
______________	______________	☐ **Same as above** (if only one account name is listed)
______________	______________	______________
______________	______________	______________
______________	______________	______________

**If you are unsure of your LCSA account name and payee ID, please reach out to the Michigan CLASS Client Service team for assistance.

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.

EDGE Participant Acknowledgement Form

Participant Information

Entity Name (Participant) ______________________________

Participant Acknowledgement

The undersigned Authorized Signer for the Participant hereby acknowledges the following:

- The Participant has received and reviewed the Michigan CLASS EDGE Information Statement.
- All EDGE investments are made in accordance with the Michigan CLASS EDGE Investment Policy.
- Prior to making an investment in the Michigan CLASS EDGE portfolio, your entity must submit its investment policy to Michigan CLASS for review.
- Michigan CLASS EDGE is designed to complement the daily liquidity of the Michigan CLASS fund by gaining exposure to a diversified portfolio of high-quality securities.
- The general objective of EDGE is to generate a higher level of income than provided by a traditional stable NAV LGIP while seeking to protect Participant capital.
- EDGE will be managed to approximate a $10.00 transactional share price and will calculate and publish a fair value NAV on a daily basis.
- Withdrawals are available five business days after the request is made. With EDGE, investments continue to accrue interest during the five-day redemption period. Due to the design of EDGE, early withdrawals are not permissible.
- Withdrawals can only be initiated in the Participant Portal.
- Any Authorized Signer has full power and authority to make investments for the above Participant.

Authorized Signer

______________________________	______________________________
Signature	Date
______________________________	______________________________
Printed Name	Title

717 17th Street, Suite 1850
Denver, Colorado 80202

T (855) 382-0496
F (855) 381-0496

clientservices@michiganclass.org
www.michiganclass.org

EDGE Accounts to be Established

Entity Name:____

Michigan CLASS EDGE Accounts
Desired Subaccount Name(s)*:
(To be completed by Participant)

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Michigan CLASS EDGE is designed to complement the daily liquidity offered by the Michigan CLASS portfolio. EDGE is best suited for funds not needed on a frequent or near-term basis.

EDGE does not seek to maintain a stable net asset value (NAV) and does not offer daily liquidity.

If you have questions about which of your local government's funds are appropriate for the EDGE portfolio, please contact your Michigan CLASS representative or email info@michiganclass.org.

*Name must be limited to 35 characters.

Once your Michigan CLASS account(s) 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.