

# Michigan CLASS<sup>®</sup>



**Registration Packet**



## Welcome to Michigan CLASS

Thank you for choosing Michigan CLASS!

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).

Michigan CLASS is not a bank. An investment in Michigan CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although Michigan CLASS Prime seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please read the applicable Michigan CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

## Registration Procedures

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

- Read the Participation Agreement (accessible on [www.michiganclass.org](http://www.michiganclass.org)).
- Provide an Authorizing Resolution or a copy of your meeting minutes supporting participation in Michigan CLASS (please attach).
- Adopt the Certificate of Delivery and Resolution (page 3).
- Complete the Entity Registration (page 4).
- Complete the Authorized Contacts Form (page 5/6).
- Complete the Accounts to be Established Form; you may open as many accounts as you wish (page 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).
- 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.



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## 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) \_\_\_\_\_

I authorize Michigan CLASS and its transfer agent and administrator to act on any instructions believed to be genuine for any service authorized on this form. I agree that Michigan CLASS, its transfer agent, and administrator, Public Trust Advisors LLC, and their respective officers, directors, affiliates, representatives, employees and agents (each an "Indemnified Party") will not be liable for any losses, claims, expenses and liabilities (collectively, the "Losses") that result from accepting such instructions, and I agree to indemnify and hold harmless each Indemnified Party from and against any and all Losses arising from or resulting from such reliance on, or acceptance of, such instructions. Withdrawal proceeds can be sent only to the bank(s) indicated below unless changed by written instructions. Each local government is responsible for notifying the Trust of any changes to its account(s). 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

\*If there will only be one Authorized Signer on the Michigan CLASS account, bank contact must be provided to verify bank account information



## Authorized Contacts

Authorized Signers Can:	Read-Only Users Can
Approve changes to the Investor Profile Update banking/contact information Process transactions 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 (Required)

Email (Required)

Fax

**Additional Contact (Optional) Note – Michigan CLASS strongly advises each participant to have multiple authorized signers to help prevent fraud**

Print First and Last Name

Title

\*(Signature Required if Authorized Signer)

Phone (Required)

Email (Required)

Fax

#### Permissions (check only one)

Authorized Signer to Move Funds\*

Read-Only Access

### Additional Contact (Optional)

Print First and Last Name

Title

\*(Signature Required if Authorized Signer)

Phone (Required)

Email (Required)

Fax

#### Permissions (check only one)

Authorized Signer to Move Funds\*

Read-Only Access

\*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

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

Email (Required)

Title

Phone (Required)

Fax

#### Permissions (check only one)

Authorized Signer to Move Funds\*

Read-Only Access

### Additional Contact (Optional)

Print First and Last Name

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

Email (Required)

Title

Phone (Required)

Fax

#### Permissions (check only one)

Authorized Signer to Move Funds\*

Read-Only Access

### Additional Contact (Optional)

Print First and Last Name

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

Email (Required)

Title

Phone (Required)

Fax

#### Permissions (check only one)

Authorized Signer to Move Funds\*

Read-Only Access



## Michigan CLASS Accounts to be Established

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

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

\*Name must be limited to 35 characters.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## 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)

**LCSA Account Name\*\***

**Michigan CLASS Subaccount Name**  
(Select an account name from above)

_____	_____	<input type="checkbox"/> <b>Same as above</b> (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 [reply@michiganclass.org](mailto: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.
- Withdrawals are available one business day after the request is made. With EDGE, investments continue to accrue interest during the one-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.
- Michigan CLASS EDGE is designed for investors with a slightly longer investment horizon and the ability to tolerate a higher risk profile.

### Authorized Signer

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

The investment advisor providing these services is Public Trust Advisors, LLC (Public Trust), an investment adviser registered with the SEC under the Investment Advisers Act of 1940, as amended. Registration with the SEC does not imply a certain level of skill or training. Additionally, this registration provides no guarantee of return or protection against loss. Michigan CLASS is not a bank. An investment in Michigan CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Please read the applicable Michigan CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

## EDGE Accounts to be Established

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

## Michigan CLASS EDGE Accounts

Desired Subaccount Name(s)\* i.e. General Fund, etc.:

(To be completed by Participant)

[illegible]

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. Michigan CLASS EDGE is designed for investors with a slightly longer investment horizon and the ability to tolerate a higher risk profile.

**EDGE does not seek to maintain a stable net asset value (NAV) and does not offer daily liquidity. Investing in Michigan CLASS EDGE introduces the potential for the reporting of unrealized and realized gains and losses.**

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](mailto: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](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.



## Dual Authorization Form

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

Please utilize this form to request dual authorization capabilities on your Michigan CLASS account. Dual authorization ensures that any transaction entered via the Michigan CLASS online transaction portal requires approval from a second Authorized Signer in order to be processed (internal transfers between subaccounts do not require dual authorization). **Note:** All Authorized Signers listed on the account can enter transactions and approve them (not just the users below).

### Request to Add Dual Authorization

Dual authorization is hereby approved for \_\_\_\_\_ by the Authorized Signer below. By approving dual authorization, the Authorized Signer acknowledges that transactions not approved by the 3:00 p.m. ET cutoff will not be processed. Please ensure transactions are entered in a timely manner and that other authorized signers are available to approve the transactions for processing.

\_\_\_\_\_  
Authorized Signer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title