

Date: September 18, 2023

Call to order

Pledge to Flag

Approval of Minutes of the August 21, 2023 meeting

Treasurer's Report: Report Approval  
Voucher Approval  
Bank Statements- K. Thompson  
Close out any finished permissive referendums -

Correspondence:

- Fire District Affairs received and distributed.
- County Board of elections – 2024 Election Dates

Chief's Report:

J. Root:

1. Communications:

- New radio batteries have been ordered and we are scheduled to receive them by the end of September.

2. Apparatus:

- Second Chief's vehicle has arrived and is on the schedule for radio equipment install along with lights, lettering and striping.
- All large fleet vehicles have been inspected and preventative maintenance has been completed.

3. Special Events:

- Palmer School evacuation Drill is now scheduled for September 21<sup>st</sup>. No additional resources from BCSFD will be needed, just availability of station 1 at 2PM.
- Touch a Truck event at Abbott's Farms, September 30<sup>th</sup> from 10AM-4PM

4. Stations:

- Station 2 bathrooms the drawings are back and a bid package is being reviewed and should be ready to go out by end of the month.

5. Miscellaneous:

- Chiefs will continue taking 1 duty night a week for the next 2 months and will evaluate again in September.
- Several volunteer members have worked shifts with the paid staff and feedback has been positive.
- Daily drills are ongoing. All active members are always welcome to participate. An invitation to attend has been extended to Northwest Fire District as well if they are interested.

J. Corcoran:

M. Speach:

## Committee Reports

Building & Facilities:

New Truck Committee:

Lysander Public Safety: Next meeting is September 19<sup>th</sup> at BCSFD Station #1. Town wide drill at Oswego Training Facility on September 30, 2023

Budget & Finance: 2024 Preliminary Budget. Schedule Budget Hearing date. Adopt Preliminary Budget.

IT Committee:

Personnel:

Truck Maintenance:

Building Maintenance:

- Quotes for door replacement.
- Roof replacement quotes – garage at Station #1

Steering Committee: Next meeting is scheduled for October 7<sup>th</sup>.

Fire Prevention:

## Old Business:

- Policy review-
- Revision to SOG 03-017 – Personal Vehicle Response Direct to the Scene
- NY Class

## New Business:

- Group Life Ins. Renewal

## Public comments:

## Executive session:

## Meeting dates:

Commissioner's meeting – Monday, October 16 at 7pm

(All meetings at station #1 until further notice or unless specified)

Adjournment –

①

Belgium Cold Springs Fire District  
 Appropriations Worksheet for  
 2023 vs 2024 Budget Year (preliminary)

A3410.1 Personal Services:		A3410.2 Equipment:	
	2023	2023	2024
Treasurer	19,826	Protective gear	20,000
Admin asst./Secy	56,500	Radios	6,000
Caretaker*	36,764	SCBA	10,000
Firematic Staffing	280,000	Gen. Equipment	40,000
Overtime	3,722	Training	17,000
Contingency employee	3,500	Water Rescue	0
PT help	50,000	Medical	17,000
		Total Equipment	110,000
			103,000

Total Personal Services      413,548      331,991

\* 2023 Caretaker was included in Firematic Staffing

8.22.2023

2

**BELGIUM COLD SPRINGS FIRE DISTRICT  
APPROPRIATIONS  
2023 vs 2024 Budget Comparison (preliminary )**

**A3410.4 CONTRACTURAL EXPENDITURES**

**ADMINISTRATIVE**

	2023	2024
OFFICE SUPPLIES	\$4,000	\$4,000
OFFICE EQUIPMENT	\$4,000	\$4,000
POSTAGE	\$550	\$550
LEGAL & AUDIT FEES	\$30,000	\$30,000
ASSOCIATION DUES	\$700	\$700
PAYROLL SERVICES	\$7,000	\$12,000
VOTING	\$1,000	\$1,000
PUBLICATION OF NOTICES	\$750	\$600
PUBLICATIONS & SUBSCR.	\$750	\$750

IT MANAGED SERVICES  
SECURITY  
SOFTWARE  
IT EQUIPMENT

	\$35,000	\$35,000
	\$10,000	\$10,000
	\$18,000	\$23,000
	\$2,000	\$2,000

**UTILITIES**

FUEL & LIGHTS  
TELEPHONE/CELL/IP  
WATER HYDRANT RENTAL

	\$47,000	\$47,000
	\$21,000	\$21,000
	\$1,200	\$1,200

**TRAVEL & FIREFIGHTER EXPENSE**

CONVENTIONS  
OTHER TRAVEL  
FIRE PREVENTION BCSFD  
FIRE PREVENTION CODES

	\$6,000	\$6,000
	\$500	\$500
	\$1,000	\$1,000
	\$1,500	\$1,500

UNIFORMS - DEPT.  
INSPECTION DINNER  
RECRUITMENT & RETENTION  
DRILL EXPENSE  
REHAB

	\$2,000	\$2,000
	\$10,000	\$10,000
	\$3,000	\$4,000
	\$6,000	\$8,000
	\$1,000	\$1,000

\$8 per person

**BUILDING**

REPAIRS TO BUILDING  
MAINTENANCE SUPPLIES  
KITCHEN EQUIPMENT  
TRAINING TOWER MAINTENANCE

	2023	2024
	\$63,000	\$66,000
	\$4,000	\$4,000
	\$1,000	\$1,000
	\$1,500	\$1,500

**FIRE EQUIPMENT & ALARMS**

REPAIRS TO APPARATUS  
REPAIRS TO EQUIPMENT  
GASOLINE, OIL, ETC.  
MAINTENANCE OF FIRE ALARM &  
SPRINKLER SYSTEM

	\$50,000	\$50,000
	\$27,500	\$27,500
	\$14,000	\$14,000
	\$3,000	\$3,000

**INSURANCE**

FF ACCIDENT & SICKNESS INS.  
PUBLIC LIABILITY & PROPERTY DAMAGE  
CANCER INSURANCE  
PHYSICALS  
FITNESS PROGRAM  
DENTAL INSURANCE

	\$6,000	\$6,000
	\$60,000	\$55,000
	\$15,000	\$15,000
	\$20,000	\$15,000
	\$3,000	\$3,000
	\$5,000	\$5,000

**OTHER**

CONTINGENCY  
PROPERTY TAX  
UNIFORM STIPEND - DISTRICT  
WELCOME PROGRAM

	\$1,000	\$1,000
	\$1,750	\$1,750
	\$2,000	\$4,000
	2,000	2,000

**TOTAL**

	\$489,700	\$501,550
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2023 vs 2024 Budget Appropriations

Preliminary

	2023 Budget	2024 Budget	Notes
A3410.1 Total Personnel	413,548	331,991	
A3410.2 Equipment	110,000	103,000	
A3410.4 Contractual Expenditures	489,700	501,550	
A1930.4 Judgments and Claims			
Retirement	55,500	45,000	
A9025.8 Local Pension Fund (LOSAP)	48,000	48,000	
A9030.8 Social Security	20,000	25,000	
A9040.8 VFBL and Workers' Compensation	65,000	75,000	
A9045.8 Life Insurance	20,000	20,000	
A9050.8 Unemployment Insurance	2,000	2,000	
A9060.8 Hosp/Med Insurance (employee)	44,412	24,444	
A9710.6 Bond Redemption	110,000	110,000	
A97__ .6 Note Redemption			
A9710.7 Bond Interest	17,023	15,033	
A97__ .7 Note Interest			
A9901.9 Transfer to Reserve Fund	515,000	600,000	
A9950.9 Transfer to Capital Fund			
Totals	1,910,183	1,901,018	

-131,000 credit  
1,770,018

# NYCLASS<sup>®</sup> New York Cooperative Liquid Assets Securities System

## What is NYCLASS?

New York Cooperative Liquid Assets Securities System (NYCLASS) is a short-term, liquid investment fund designed specifically for the public sector. NYCLASS provides the opportunity to invest funds on a cooperative basis in short-term investments that are carefully chosen to yield favorable returns while striving to provide maximum safety and liquidity.

## Who oversees and manages NYCLASS?

In accordance with New York State GML Article 3-A Section 44, the Municipal Cooperation Agreement is administrated by an elected Governing Board (the Board) of up to 15 members. A Board member must be either a Participant's Chief Fiscal Officer, another designated officer, or employee of the Participant who has knowledge and expertise in financial matters. The Board retains the services of Public Trust Advisors, LLC (Public Trust) located in Denver. Public Trust serves as the investment advisor and provides administrative and marketing services for NYCLASS.

## How can you participate in NYCLASS?

Enrolling in NYCLASS is simple. After reading the Municipal Cooperative Agreement and Information Statement (available at [www.newyorkclass.org](http://www.newyorkclass.org)), follow these steps:

- 1 Pass a resolution **approving** the NYCLASS Municipal Cooperative Agreement.
- 2 Complete the NYCLASS Registration Form.
- 3 Submit the above documents to NYCLASS Client Services.
- 4 After we review and approve the above documents, you will receive confirmation that you have been accepted as a NYCLASS Participant.

## NYCLASS FEATURES

As a NYCLASS Participant, you have access to many convenient features:

- Same-day availability of funds  
12:00 p.m. ET cut-off
- Deposits by wire or ACH
- Secure online access for transactions and account statements
- Professionally managed portfolio
- Competitive daily yields
- Unlimited subaccounts
- No minimum balance requirements
- No transaction fees\*
- Audited annually by an independent auditing firm\*\*
- Direct deposit of state and federal payments
- Dedicated client service representatives available via phone, fax, or email on any business day

\*You may incur transaction fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from NYCLASS for such transactions. \*\*External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



## What are the objectives of NYCLASS?

### Safety

Besides investing public-sector funds only in securities legally permitted under New York law, an emphasis on safety has helped NYCLASS earn S&P Global Ratings highest money market rating: 'AAAm.' The custodian for all NYCLASS cash and securities is U.S. Bank. Additionally, NYCLASS has an annual audit by an independent, outside auditing firm. Only designated officials may conduct transactions, and funds may be transferred only to previously authorized bank accounts.

### Liquidity

Participants may conduct transactions (deposits, withdrawals, or transfers) on any business day. All portfolio investments are carefully selected to ensure that cash is available whenever needed. There is never a penalty for withdrawals of invested funds including all accrued interest. There are no limits on the dollar amount or number of daily transactions except that total daily withdrawals may not exceed the total balance on deposit. There is no minimum balance or transaction size requirement.

### Convenience

To make cash management simple and efficient, NYCLASS includes many features that make it easy to access account information and simplify record keeping. Participants may make account transactions on any business day using the NYCLASS phone number

(855) 804-9980, fax number (855) 804-9981, email ([clientservices@newyorkclass.org](mailto:clientservices@newyorkclass.org)), or via the NYCLASS Online Transaction Portal at [www.newyorkclass.org](http://www.newyorkclass.org).

### Flexibility

You may establish multiple NYCLASS accounts to track and parallel your own internal fund accounting structures. You will receive comprehensive monthly statements online or via email that show all of your transaction activity, interest postings, and rate summaries. These statements have been specifically designed to facilitate public-sector fund accounting and to establish a clear accounting and audit trail for your investment records.

### Competitive Returns

NYCLASS Participants can benefit from the professional investment expertise provided by Public Trust. Participants in the NYCLASS fund can take advantage of economies of scale relative to purchasing power, transaction, and clearance costs as well as custody arrangements. Overall portfolio performance is enhanced by the different cash flow cycles of the various Participants.

### Legality

NYCLASS only invests in investments legally permitted under New York State Law.

**Have Questions?** Contact us or visit [www.newyorkclass.org](http://www.newyorkclass.org) for more information.



**Joel Friedman**  
Senior Director  
[joel.friedman@newyorkclass.org](mailto:joel.friedman@newyorkclass.org)  
(646) 285-3280



**Lyn Derway**  
Director  
[lyn.derway@newyorkclass.org](mailto:lyn.derway@newyorkclass.org)  
(518) 307-0302



**Kathy Saville**  
Director  
[kathy.saville@newyorkclass.org](mailto:kathy.saville@newyorkclass.org)  
(716) 474-4369



**Chris Starr**  
Director  
[chris.starr@newyorkclass.org](mailto:chris.starr@newyorkclass.org)  
(914) 844-2077

Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. The information presented should not be used in making any investment decisions. This material is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Please review the NYCLASS Information Statement before investing. NYCLASS is not a bank. An investment in NYCLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although NYCLASS seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Past performance is not an indication of future performance. No assurance can be given that the performance objectives of a given strategy will be achieved. Any financial and/or investment decision may incur losses. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. Ratings are subject to change and do not remove credit risk. For more information on rating methodologies, visit [www.soglobal.com](http://www.soglobal.com).

# NYCLASS<sup>®</sup>

New York Cooperative Liquid Assets Securities System

**Serving  
Over 1170  
Participants\***

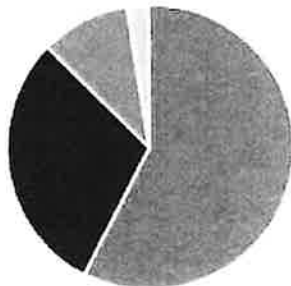
NYCLASS is a local government investment pool that allows municipal corporations, such as yours, to pool funds together to collectively earn dividends on investments. Our goal is, and has always been, to seek to provide competitive yields while adhering to all objectives of safety and liquidity. NYCLASS carries a 'AAAm' rating from S&P Global Ratings.

The NYCLASS portfolio investment strategy prioritizes minimizing market risk and enhancing safety via diversified investments. Funds of the Participants are invested in prime or high grade, short-term fixed income instruments as illustrated to the left. Investment holdings are collateralized as required by New York State General Municipal Law.

## Portfolio Allocation\*

Collateralized Bank  
Deposits  
10.14%

FDIC Insured Bank  
Deposit Account  
2.39%



Repurchase  
Agreements  
29.89%

U.S. Treasury  
Securities  
57.57%

## NYCLASS Governing Board

Robert Wheeling, Chairperson  
District Treasurer  
Howells Fire

Timothy Hilker, Vice Chairperson  
Asst. Supt. for Business  
Saratoga Springs City School  
District

Lori Queor, Lead Agent  
Village Clerk/Registrar  
Village of Potsdam

David Gleason  
NYCLASS  
Executive Director

Grace Chan  
Asst. Supt. for Finance & Ops.  
Nyack UFSD

Karen Christie  
Treasurer  
Jefferson County

John Giordano  
Treasurer  
Village of Lynbrook

Donna Lyudmer  
Treasurer  
Village of Saltaire

Karen Magara  
Asst. Supt. for Finance & Ops.  
Salamanca City CSD

Karen McLaughlin  
Village Treasurer  
Village of Rhinebeck

Deborah Rutt  
Treasurer  
Port Jervis City School District

Nick Silvaroli  
Asst. Supt. of Schools  
Yorkshire - Pioneer CSD

Abbas Sura  
Director of Finance  
Town of North Castle

Stephen Tibbetts  
Asst. Supt. for Business  
Southern Westchester BOCES

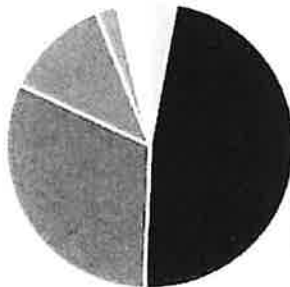
## Participant Breakdown by Entity Type\*

Other  
2.38%

Cooperative  
3.57%

County  
2.98%

Fire District  
11.90%



School  
31.46%

Municipality  
47.70%

NYCLASS welcomes all municipal corporations without favor to one type. The Board membership represents the diversity of such entities and works to maintain a product that services the needs of all New York municipal corporations.

**Contact us to get started!**  
[www.newyorkclass.org](http://www.newyorkclass.org)

Source: Public Trust Advisors® \*Data as of June 30, 2023. Data unaudited. Charts may not equal 100% due to rounding. 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. NYCLASS is not a bank. An investment in NYCLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although NYCLASS seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. Ratings are subject to change and do not remove credit risk. For more information on rating methodology, please visit [www.spglobal.com](http://www.spglobal.com). Please review the NYCLASS Information Statement before investing. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

# NYCLASS<sup>®</sup> New York Cooperative Liquid Assets Securities System

## Invest with NYCLASS!

Investing with NYCLASS could mean more for your local community.  
Use the NYCLASS investment calculator to see just how much you could have earned.

### Amount Invested

\$10,000,000

### Start Date

April 1, 2023

### End Date

April 30, 2023

You would have earned  
**\$38,626.88**  
on your investment if you started on  
**April 1, 2023**

### NYCLASS Investment Income Earned

As of Date	Time Frame	\$100K	\$1M	\$10M
Apr 1 - Apr 30	1 month	\$386	\$3,863	\$38,627
Feb 1 - Apr 30	3 months	\$1,110	\$11,099	\$110,990
Nov 1 - Apr 30	6 months	\$2,084	\$20,841	\$208,408

Months listed are in the years of 2022/2023

### NYCLASS Daily Yields as of Month-End

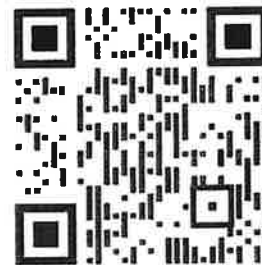
Month	Year	Month-End Yield
April	2023	4.7285%
March	2023	4.6404%
February	2023	4.4331%
January	2023	4.1837%
December	2022	4.0436%
November	2022	3.5807%
October	2022	2.9842%
September	2022	2.6876%
August	2022	2.0022%
July	2022	1.6293%
June	2022	1.0587%
May	2022	0.5840%

### Contact Us

For more information on both historical yields and annualized performance, visit

[www.newyorkclass.org/rates](http://www.newyorkclass.org/rates)

or scan the below QR code:



Source: Public Trust Advisors® Data unaudited. Values presented may not add up precisely to absolute figures due to rounding. Performance results for NYCLASS are shown net of all fees and expenses and reflect the reinvestment of interest and other earnings. 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. NYCLASS is not a bank. An investment in NYCLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although NYCLASS seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please review the NYCLASS Information Statement before investing. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.** Please visit [www.newyorkclass.org/rates-disclaimer](http://www.newyorkclass.org/rates-disclaimer) for more information.



NYCLASS<sup>®</sup>

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**Registration Packet**



## Welcome to NYCLASS

Thank you for choosing NYCLASS!

We believe you have made a sound financial decision in choosing New York Cooperative Liquid Assets Securities System (NYCLASS). 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 NYCLASS account(s). If you have any questions about the registration process or about your NYCLASS account(s), please do not hesitate to contact us. The NYCLASS Client Service team can be reached any business day from 8:00 a.m. to 5:00 p.m. ET by phone at (855) 804-9980 or by email at [clientservices@newyorkclass.org](mailto:clientservices@newyorkclass.org).

## Registration Procedures

**To join NYCLASS, please complete the following:**

1. Read the Municipal Cooperation Agreement (located in the Document Center at [www.newyorkclass.org](http://www.newyorkclass.org)).
2. Pass the resolution authorizing participation in NYCLASS (page 3).
3. Complete the Entity Registration (page 4).
4. Complete the Authorized Contacts Form (pages 5/6).
5. Complete the Accounts to be Established Form (page 7); you may open as many accounts as you wish.
6. Keep the original forms for your records and send the completed packet to the NYCLASS Client Service team by fax (855) 804-9981 or by email [clientservices@newyorkclass.org](mailto:clientservices@newyorkclass.org).

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

NYCLASS Client Service Team

T (855) 804-9980

[clientservices@newyorkclass.org](mailto:clientservices@newyorkclass.org)

Through the NYCLASS website, [www.newyorkclass.org](http://www.newyorkclass.org), Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Governing Board meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the NYCLASS program.

**Municipal Cooperation Resolution**

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS the \_\_\_\_\_ wishes to invest portions of its available  
Entity Name  
investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS the \_\_\_\_\_ wishes to satisfy the safety and liquidity  
Entity Name  
needs of their funds;

Now, therefore, it is hereby resolved as follows:

That \_\_\_\_\_, \_\_\_\_\_ of  
Key Contact\* Title  
\_\_\_\_\_ is hereby authorized to participate in the NYCLASS program under  
Entity Name  
the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019.

\_\_\_\_\_  
Key Contact Signature

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

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

### Fund Registration

#### Entity Information

Entity Name (Participant) \_\_\_\_\_

Entity Type:     City/Town/Village     County     School District     Fire 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) \_\_\_\_\_

NYCLASS 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 be sent only to the bank(s) indicated below unless changed by written instructions. Each local government is responsible for notifying the pool of any changes to its account.

Wires will be distributed every hour with the final distribution ending at 12:00 p.m. ET; distribution times are subject to change as needed by the NYCLASS 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	Receive account updates
Update banking/contact information	Request "view-only" access to monthly statements and transaction confirmations
Transfer funds	
Receive account updates	

#### 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

### 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

