



LETTER OF TRANSMITTAL REVOCABLE INVESTMENT ACCOUNT

United Methodist Frontier Foundation
Attention: Ellen Knudsen, Executive Director
20 Soundview Avenue
White Plains, NY 10606

Date _____

In recognition of the United Methodist Frontier Foundation, Inc. as an arm of the Church and its stewardship, we enclose our check in the amount of \$ _____, dated _____, and made payable to the United Methodist Frontier Foundation, Inc. This represents funds which we are placing with the Foundation in an account to be known as the:

_____ Fund.

The following forms have been completed and are included with this Letter of Transmittal:

AUTHORIZED CONTACT PERSONS SCHEDULE A

- Select 2 Contact Persons, one primary and one secondary, as liaisons for your church.
- Have the Contact Persons complete their respective sections on Schedule A

NEW ACCOUNT DEPOSIT FORM provide the following information:

- Completed New Account Deposit Form and with check payable to United Methodist Frontier Foundation
- How to handle interest/dividends/earnings for this account.
- How to invest the funds.
 - Choose a Model from the "Selecting A Model Portfolio" document.
- Source of funds.
- Signature of Primary Contact.

Please send the following to the Foundation:

- Letter of Transmittal
- Authorized Contact Persons Schedule A
- New Account Deposit Form
- Signed check payable to United Methodist Frontier Foundation

United Methodist Frontier Foundation
Attn: Maureen Palumberi
20 Soundview Avenue
White Plains, NY 10606

A copy of the original Letter of Transmittal, signed by the UMFF Executive Director will be returned to the church.

We understand:

- that statements on this fund will be made available quarterly on the Foundation website (www.UMFF.org) or mailed quarterly within thirty (30) days following the close of the applicable period.
- monthly valuations and transactions will be available on the Foundation website after the close of the month.
- income checks pertaining to each account will be mailed to investors within thirty (30) days following the close of the applicable period. ACH bank transfers are preferred and will be processed on the third business day of the month following the end of the quarter.
- that we can make additions to this account at any time, and that monies received in the Foundation Office will be deposited immediately in a Money Market account and invested as indicated in the New Account Deposit Form the next time the fund shares are valued (normally monthly).
- that any income to be reinvested will be added to the principal on a monthly basis. We understand that any realized capital gains/losses will be added to/subtracted from the principal on a monthly basis also.
- that we must notify the Foundation in writing at least ten (10) days before the beginning of the next quarter should we decide to alter our stated plan for receiving or investing dividends, and such change will take effect at the beginning of the next quarter.
- that upon notification in writing to the Foundation, any part or all of this account may be withdrawn and will be paid within sixty (60) days of receipt of notification.
- that the Foundation's annual fees for services are stated on the Selecting A Model Portfolio document. The Foundation reserves the right to revise the Annual Fee Schedule upon thirty (30) days advance written notice. The Foundation will not revise the Fee Schedule more than once per calendar year. The Foundation's fees, based on the current Fee Schedule, are computed and charged monthly.

Signed:

(a) For the _____
(Name of Organization)
Address _____

Email address (if you wish to receive reports online) _____
(This address is for notification purposes only; reports are NOT sent here)

Signature: _____ Name: (print): _____
(i.e. Chair, Administrative Council/Trustees/Finance Comm)

Title: _____ Date: _____

Pastor or Chief Executive Officer

Signature: _____ Name:(print): _____

Title: _____ Date: _____
(Pastor or Chief Executive Officer)

(b) For the United Methodist Frontier Foundation:

Signature: _____ Name:(print): _____
(Executive Director/President)

Date: _____

AUTHORIZED CONTACT PERSONS SCHEDULE A

AUTHORIZED CONTACT PERSONS:

The following persons are authorized to give written instructions to the Foundation on behalf of the Church:

Primary Contact Person: _____ Daytime telephone: (____) _____
Print Name

Signature: _____ E-mail address: _____

Address for mailing checks & correspondence: _____

City State Zip

Secondary Contact Person: _____ Daytime telephone: (____) _____
Print Name

Signature: _____ E-mail address: _____

Primary Contact Person’s Responsibilities

- **Statements, checks, correspondence, etc. are sent *only* to the Primary Contact Person. *IF YOU PREFER TO RECEIVE STATEMENTS & VIEW YOUR ACCOUNTS ON-LINE, PLEASE CONTACT MAUREEN PALUMBERI AT 914-615-2239.* This person has the responsibility to share the information received with all other responsible parties in the church or agency such as the Chairpersons of the Board of Trustees, the Administrative Board, and the Pastor. You are the person we will contact with any questions regarding your invested accounts.**
- You communicate to the Foundation the wishes of the church regarding deposits, withdrawals, transfer of funds, investment direction and reallocations, and the like.

Second Contact Person’s Responsibilities

- Withdrawals from accounts or the closeout of an account(s) require **two signatures**. As the Second Contact Person, your responsibility is to review requests for withdrawals and/or closeout of accounts, and to co-sign the same.

SCHEDULE B

TERMS FOR WITHDRAWAL:

1. The “Authorized Contact Persons” of Church are persons so authorized by the board of trustees or governing body of Church to open and close accounts, make deposits and withdrawals, and conduct the business of Church with the Foundation. **Withdrawals or the closing of an account will require the original signatures of both authorized persons (photocopied signatures are not acceptable).**
2. All checks issued by the Foundation shall be payable to Church and mailed in care of the primary contact person at the address specified in this Agreement.
3. For notices given on or before the last business day of the month, the withdrawal, reallocation or transfer with respect to the Stock Pool or the Fixed Income Pool will be completed by the 3rd business day of the month following the giving of the notice. For notices given after the last business day of the month, such steps shall be completed by the 3rd business day of the second month following the giving of such notice. Requests for withdrawal from the Money Market Pool will be processed upon receipt.
4. With regard to closeouts of accounts, when such notices are given on or before the last business day of the month, the closeout and finalization of the account(s) shall be completed by the 20th calendar day of the month following the giving of the notice. Requests to closeout accounts invested in the Money Market Pool will be processed upon receipt.