

Welcome to the Virginia Investment Pool

Thank you for choosing the Virginia Investment Pool!

This packet contains all the materials necessary to set up your new account(s).

Public Trust Advisors, LLC, a registered investment advisor with the U.S. Securities and Exchange Commission, provides investment advisory services to the Virginia Investment Pool (VIP) Trust Fund. VIP is not a bank. An investment in VIP is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Please read the applicable VIP 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.



Virginia Investment Pool
A Service of VML/VACo Finance

Trust Registration

Entity Information

Entity Name (Participant) _____

Entity Type: _____ City/Town _____ Authority _____ County _____ Other (Specify) _____

Mailing Address _____

City _____ Zip _____ County _____

Physical Address (if different than above) _____

City _____ Zip _____ County _____

Tax ID _____ Fiscal Year End Date (Month/Day) _____

VIP and its transfer agent and fund manager are authorized by the Participant to act on any instructions believed to be genuine for any service authorized on this form. To the extent permitted by law, the Participant agrees that VML/VACo Finance, the Program Administrator, VIP, its transfer agent, and fund manager, 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 agrees 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 otherwise amended in the VIP Online Transaction Portal. Each Participant is responsible for notifying VIP of any changes to its account(s).

Wires will be distributed every hour with the final distribution ending at 2:00 p.m. ET; distribution times are subject to change. Additionally, VIP must be notified of any contributions by 2:00 p.m. ET to receive same day credit. If such funds for which notification was provided by 2:00 p.m. are not received by 5:00 p.m. ET, contribution orders will be voided and, if applicable, will need to be reentered.

Banking Information

Bank Name: _____ Checking ☐ Savings ☐

Account Number: _____ ACH ☐ Wire ☐

Beneficiary Name: _____ Routing Number (ACH): _____

Beneficiary Address: _____ Routing Number (Wire): _____

For Further Credit (FFC) Bank Info (Optional) _____

*Bank Contact Name & Phone Number _____

*If there will only be one Authorized Signer on the VIP 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 View banking/contact information

Primary Contact and Authorized Signer

Print First and Last Name

Title

Signature Required

Phone (Required)¹ Extension

Email (Required)

Mobile¹

Additional Contact (Optional) Note – VIP 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)¹ Extension

Email (Required)

Mobile¹

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)¹ Extension

Email (Required)

Mobile¹

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access

¹ A phone number that you can be reached at directly is required to receive the multi-factor authentication code via phone call. Mobile numbers can receive the code via phone call or text.

All contacts listed on an account will receive email notifications when transaction confirmation documents and monthly statements are available for download in the online portal.

Authorized Contacts (cont.)

Additional Contact (Optional)

Print First and Last Name

Title

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

Phone (Required)¹

Extension

Email (Required)

Mobile¹

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)¹

Extension

Email (Required)

Mobile¹

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)¹

Extension

Email (Required)

Mobile¹

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access

¹ A phone number that you can be reached at directly is required to receive the multi-factor authentication code via phone call. Mobile numbers can receive the code via phone call or text.

All contacts listed on an account will receive email notifications when transaction confirmation documents and monthly statements are available for download in the online portal.

Accounts to be Established

Name of Public Entity: _____

VIP 1-3 Year High Quality Bond Fund¹

Desired Subaccount Name(s)²

e.g., '[Entity Name] Investment Account':

(To be completed by Participant)

VIP Account Number

(To be assigned by VIP)

VA-01-_____

VA-01-_____

VA-01-_____

VA-01-_____

VIP Stable NAV Liquidity Pool

Desired Subaccount Name(s)²

e.g., '[Entity Name] Operating Funds':

(To be completed by Participant)

VIP Account Number

(To be assigned by VIP)

VA-01-_____

VA-01-_____

VA-01-_____

VA-01-_____

¹ The VIP Stable NAV Liquidity Pool is utilized as the "sweep" vehicle for deposits to the VIP 1-3 Year High Quality Bond Fund received between the semimonthly portfolio valuation dates. Therefore, a corresponding VIP Stable NAV Liquidity Pool account will be opened for each 1-3 Year High Quality Bond Fund account.

² Subaccount names may not exceed 35 characters.

Once your VIP account has been established, you will receive a confirmation email with your login credentials from no-reply@virginiainvestmentpool.org. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the VIP Client Service team.

Dual Authorization Form (Optional)

Entity Name: _____

Please utilize this form to request dual authorization capabilities on your VIP account. Dual authorization ensures that any transaction entered via the VIP 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 only the user 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 a second Authorized Signer by the 2:00 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. A courtesy email will be sent to Authorized Signers notifying them that an order is pending, waiting for dual authorization approval. However, receipt of the courtesy email is not required before approval may be provided.

Authorized Signer's Signature

Date

Printed Name

Title