

New Investment Account Application, Agreement and Directive



Name of New Account _____

Account in Memory or in Honor of (optional) _____

Church or Organization _____ EIN ____ - _____

Mailing Address _____

City _____ State _____ Zip _____

Who is the assigned authority for this account? _____

i.e., Church Endowment Committee, Trustees, Finance, or Other, or the church may request the Methodists Helping Methodists Foundation ensures the deposits are conserved, invested and distributed in accordance with the church's or organization's charter or rules.

Primary Contact Name _____ Title _____

Phone _____ - _____ - _____ Email _____

This account was/is established on (date) _____

Opening Amount: \$ _____ We have provided Check # _____

____ Wire or ACH (electronic transfer) ____ Please use instructions on file; withdraw from our

bank account number ending in _____

____ Please withdraw from bank account.

____ Voided Check is attached.

____ Transfer from Foundation Account _____ Account Name _____

Purpose of Fund and restrictions: ____ Endowment or Legacy Fund; ____ Building Fund; ____ Reserve;

____ Scholarship Fund; ____ Other (describe) _____

For continuity of organization leadership, please provide as much detail as possible. If you need more room, attach a separate page. Attach to this application any Endowment Charter Documents, Trust, Donor Letters, Bequest Lanauaae, meeting minutes, or any other supporting

Spending Policy determined by _____ (committee name and/or job title)

Principal Preservation is ____ Required \$ _____ Amount ____ Not Required

Disbursements will be ____ On Request ____ Quarterly ____ Annually ____ Semi-Annually

starting _____ / _____ (dd/mm) ____ to be determined later

Amount:

____ Percentage of fund range _____% to _____% , or Set % Amount _____%

____ Based on a 3-year average market value a determined on _____ / _____ (dd/mm)

____ If total return is less than specified percent, use the lesser (provision for down market).

____ Interest/Dividends only (not recommended for perpetual accounts in Fixed Income only)

____ Specific dollar amount \$ _____ Variable Amount or not determined

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Investment Strategy: Stocks, Bonds, Cash, Balanced Approach

NOTE: All Methodists Helping Methodists Foundation investments are in alignment principles that originate from John Wesley's Social Holiness Movement and have been interpreted and applied to the management of financial investments

_____ % **Short Term Cash Fund** and we anticipate withdrawing funds on _____ (date)
or _____ (number of years)

_____ % **Balanced Fund** (65% equities and 35% fixed-income securities) We understand that this is a long-term (3-5 years) investment and it is not our intent to withdraw funds on a short-term basis.

_____ % **Equity Growth Fund** (70% US Equity and 30% International Equity securities) We understand that this is a long-term (3-5 years) investment and it is not our intent to withdraw funds on a short-term basis

_____ % **Fixed Income Fund** (70% Fixed Income and 30% Inflation Protection securities) We understand that this is a long-term (2-4 years) investment and it is not our intent to withdraw funds on a short-term basis

Maintain these ratios by rebalancing (portfolio modeling) ___ Yes ___ No By checking yes, you authorize the Methodists Helping Methodists Foundation to maintain the specified investment fund ratios by rebalancing monthly. You may change the investment strategy provide written instructions to rebalance on a difference schedule.

Earned Income (Yield as defined in the Investment Opportunity Booklet): We direct that until further notice earned income be distributed as follows:

_____ Reinvest the Earned Income by purchasing buying more shares in the same Investment Strategy

OR

_____ Pay earnings

_____ Annually _____ Semi-Annually _____ Quarterly

_____ Hold earnings in cash until instructed to withdraw or transfer

Additional Instructions and Agreement *Place checkmark where indicated.*

_____ We, the undersigned, understand that the earnings are sent to investors as soon as possible following the close of the designated period.

_____ We further understand that earnings not reinvested will be pooled in the Short Term Cash component of our account.

_____ We further understand that we can make additional investments to this account at any time. Deposits received by noon on the last business day of the month will be invested in the Short Term Cash Fund. On the first day of the next month, purchases of shares of the Balanced Fund, Fixed Income Fund, or Equity Growth will occur as instructed above.

_____ We further understand that withdrawals can be made from the Balanced Fund, Fixed Income Fund, or Equity Growth Fund when we submit the form to the Foundation by noon on the last business day of the month for payment by the 15th of the following month. Any exceptions are at the discretion of management. Verified withdrawal requests from our Short Term Cash Fund are usually issued within two business days after withdrawal request is received by the Methodists Helping Methodists Foundation.

_____ We further understand that account statements will be available online on a monthly basis and paper statements are available quarterly.

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Place checkmark where indicated.

_____ We have provided the Methodists Helping Methodists Foundation with a copy of our committee minutes regarding our decisions for this investment.

_____ We have included a copy of our Endowment Charter Document, controlling documents or donor letters, trusts or bequest language with this document. (If non-existent, please write N/A)

_____ We understand that this investment will purchase a specified number of units in the Methodists Helping Methodists Foundation Master Trust of the specified Fund.

_____ We understand that we will participate on a pro rata basis in earned income and capital appreciation/depreciation with all others.

_____ We understand that investing in securities carries an inherent risk and that past performance of investments is not a guarantee of future performance.

_____ We have read and understand the Methodists Helping Methodists Foundation's Investment Opportunity Booklet.

_____ We have provided a cancelled check and authorize the Methodists Helping Methodists Foundation to process deposits and withdrawals electronically

_____ We understand that we can update this information if it changes.

_____ We will notify the Methodists Helping Methodists Foundation in writing of any changes we desire to make in our stated plan for receiving or investing earnings, investment fund options, and changes in authorized signatures.

Number of signatures to authorize withdrawals and transfers _____

Printed Name _____ Title _____

Address, City, State, Zip _____

Phone _____ Email _____

Signed X [_____] Date _____

Printed Name _____ Title _____

Address, City, State, Zip _____

Phone _____ Email _____

Signed X [_____] Date _____

Printed Name _____ Title _____

Address, City, State, Zip _____

Phone _____ Email _____

Signed X [_____] Date _____

Printed Name _____ Title _____

Address, City, State, Zip _____

Phone _____ Email _____

Signed X [_____] Date _____

How to Open/Manage an Account

- 1) Review and discuss the Foundation's investment policies and procedures with the appropriate church committee members (Trustees, Finance, Endowment and/or other responsible church committee.) Agencies and ministries may include conversations with their board of directors or trustees, as applicable.
- 2) Provide the Foundation with your organization's Endowment Charter, investment policy and/or committee meeting minutes regarding understanding of the Foundation's policies, procedures and/or your committees' decision to invest in the Foundation Funds.
- 3) Complete all four (4) pages of the "New Investment Account Application, Agreement and Directive" form and include related documents, letters, charters, meeting minutes, etc.

Send to: Methodists Helping Methodists Foundation
7350 E PROGRESS PL
STE 205
GREENWOOD VILLAGE CO 80111

Or email info@MHMFN.org

Or Fax 303-777-6292

- 4) Send check to the above address or send a voided check or deposit slip that has the bank routing and account number and provide written instructions with your application to electronically transfer funds.

Forms are available at www.MHMFN.org or by contacting the Foundation office at 303-778-6370 or info@MHMFN.org

Minimum and Additional Deposits

Churches, agencies, or ministries of the Mountain Sky and Yellowstone Annual Conferences of The United Methodist Church may open a Foundation investment account with as little as \$1,000 and may make additional investments at any time in any amount. Purchases into the Balanced, Fixed Income, or Equity Growth Funds are made on the first of the month following the month of receipt. Investments are held in the Short Term Cash Fund until purchases are made into funds.

Timing of Transactions

Withdrawals, Deposits and Transfers are made by completing the appropriate forms.

Withdrawal and Transfer forms must be presented to the Foundation office with the correct number of authorized signatures specified for the account (recommended minimum of 2).

www.MHMFN.org/forms/ Electronic signatures are never allowed.

Instructions must be in the Foundation office by noon prior to the last business day of the month for purchase or sale to/from the Fixed Income Fund, Balanced Fund, or the Equity Growth Fund. Redemptions from these Funds are made only once a month after the close of the previous month. Shares from these funds are then sold and checks issued by the 10th business day of the following month. For faster, more secure service, the Foundation can also make electronic payments through ACH or Wire as requested with the signed withdrawal form and a copy of a cancelled check.

If a withdrawal request is presented before the valuation date, funds may be disbursed prior to the first business day of the month at the discretion of the Foundation management. This may cause a deficiency in Cash that will require investment sale.

Withdrawal requests from the Short Term Cash Fund are usually honored within 2 business days.

Account Statement

Month-end statements are available online, usually by the fifth business day of the following month. Paper statements are mailed quarterly to account holders that do not use the online statement system. In the spirit of good stewardship, the Foundation encourages investment holders to use the online system.

Information regarding the monthly yield and/or total return on the Funds can be acquired by calling the Foundation office or by viewing the Foundation web page, www.MHMFN.org.

Authorized Signers and Signature Cards

To protect your investments, the Foundation requires signatures to make withdrawal or transfers on all accounts. Keeping the Foundation updated of any changes as soon as they occur will enable us to honor withdrawal and transfer requests in a timely manner.

After submission of your New Investment Account Application, Agreement and Directive, the Foundation will determine if a new Authorized Signature card will be required. The Foundation maintains a banking security model to protect your accounts. Authorized signers and those with authorized access to information regarding your accounts will be required to provide social security number and date of birth.

A new signature card will be required for

- New Clients
- Changes of authority to existing account such as adding or removing an authorized Signer (examples: due to death, departure from the church, completion of the Signer's term of elected position, committee action, personal decision)
- Addition of a Signer
- Signature cards may be for only one account or may encompass all the client's accounts.

A church may choose to use one form for all accounts or use a separate form for each account if there are different Authorized Signers on different accounts.

We do not allow addendums to the signature card. If signers change, then a new card will be required.

Continuity of Authority: At the bottom of the signature card, a previous signer must approve the changes. If there are no current authorized signers, the appointed pastor or an elected trustee must provide this continuity.

Best Practice: Review authorized signers annually at the yearly church/charge conference.

For changes in a signature card, contact the Foundation directly.

Return completed cards by mail, email, or fax:

Methodists Helping Methodists Foundation, Inc.
7350 E Progress Pl, Ste 205
Greenwood Village, CO 80111

Fax 303-777-6292

Email info@MHMFN.org