

**INVESTMENT LETTER OF AGREEMENT
SHORT TERM BOND FUND**

United Methodist Foundation of Northern Illinois Conference, Inc.
77 West Washington Street, Suite 1820
Chicago, IL 60602

To Whom It May Concern:

_____ Church/Agency located in _____
_____ makes a deposit of \$ _____ for investment in the **Short Term Bond Fund**. This account shall be titled the _____ Fund. Additional contributions to this account may be made by the Church/Agency from time to time.

In establishing this fund, we recognize the following:

1. This fund is invested in short-term bonds and therefore there is some risk of volatility. The enclosed information on the PIMCO Short-Term Fund provides important detail.
2. The interest rates earned in this account will vary with market rates.
3. There will be a 0.24% per year charge by the Foundation to manage this account (\$2.40 per annum per \$1,000 on deposit).
4. **Additions to or withdrawals from** the Fund may be made with written notice prior to the close of any month. *Please note: A withdrawal transaction fee of \$49.75 is charged by Charles Schwab, and this fee will be deducted from your Fund.*

Investment income will be distributed as of the end of each calendar quarter (March, June, September and December) as follows:

_____ to the Church or Agency
_____ reinvest
_____ deposit into a Money Market Account
_____ other (specify) _____

We understand **that funds may be transmitted to or from the Foundation by check or by electronic funds transfer**. We will contact the Foundation office to exchange routing information should we elect the electronic method.

The number of signatures required for authorization to invest, withdraw or change instructions (check one): ___one signature ___two signatures

The name(s) and title(s) of **person(s) authorized to give instructions regarding account management, deposits or withdrawals:**

Name _____ Title _____

Phone _____ Email _____

Name _____ Title _____

Phone _____ Email _____

Name _____ Title _____

Phone _____ Email _____

It is the Church/Agency's responsibility to keep the Foundation aware of changes in those authorized to act on behalf of this account. If the Foundation's written instructions become outdated, the default for accepting direction will be from the Chair of Trustees/ Agency Board President or the Senior Pastor/Agency Executive Director.

Instructions Regarding Statements

Calendar quarterly statements (March, June, September, December) showing investment performance, fair market value and account activity will be sent to the Church/Agency to the attention of those named in this document as authorized to give direction regarding this account. Please send an additional copy of these statements as indicated below:

Name _____

Address _____

The signatures of the Foundation President and the Church/Agency's authorized signer indicate acceptance of the terms outlined in this Agreement. *The Church/Agency and the Foundation will each retain one executed copy of the Letter of Agreement for their respective files.*

Signed _____ Date _____

Church/Agency Official

Title

Signed _____ Date _____

Church/Agency Official

Title

(For Foundation use only)

Signed _____ President _____ Date _____

Harry Nicol