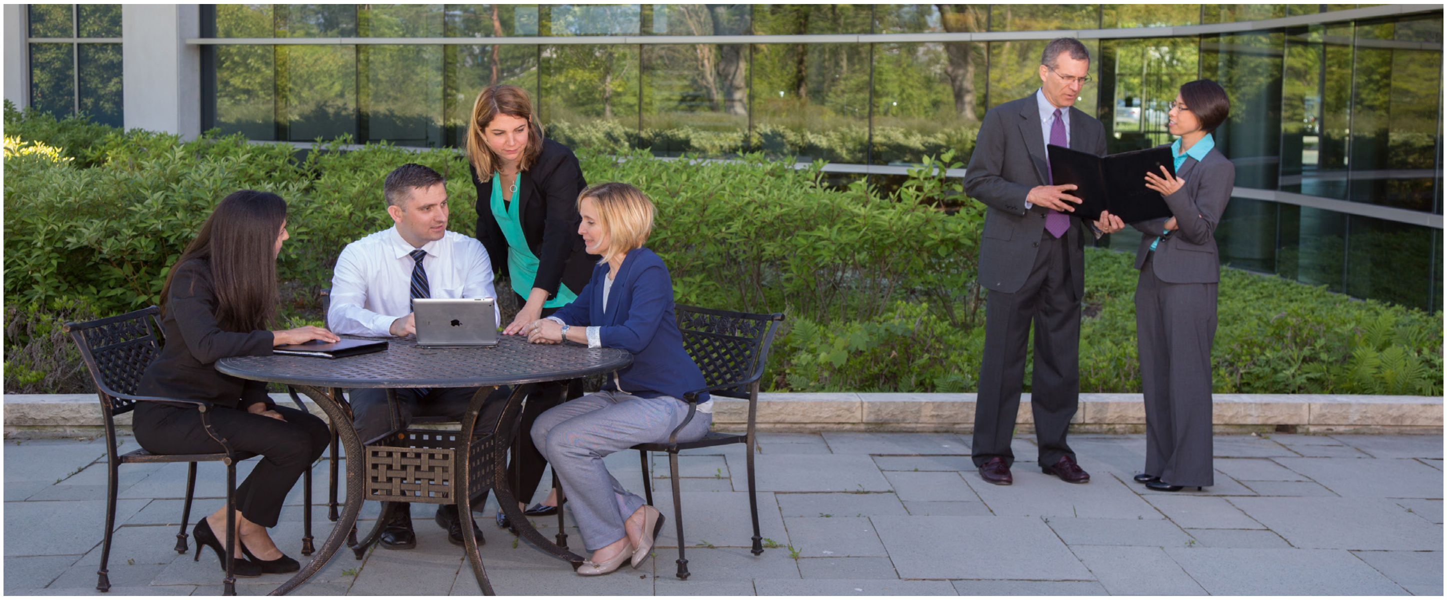
United States Annual Conferences

Account Procedures and Rules

a general agency of The United Methodist Church



Account Enrollment and Target Allocation Procedure

You may call Wespath Benefits and Investments at **1-847-866-4003** with any questions.

Purpose—*The Book of Discipline*

Paragraph 1504.16 of *The Book of Discipline* 2016 provides that Wespath is authorized "to receive, hold, manage, administer, and invest and reinvest...endowment funds or other funds of an annual conference, local church, board, agency, or other unit affiliated with The United Methodist Church that have been designated for the funding of relief, support, or benefit funds, plans, or programs, and endowment funds or other funds of such units not so designated."

Accordingly, Wespath makes investment accounts available to qualifying United Methodist organizations. This brochure describes the rules governing such accounts.

Deposit Agreement

To establish an account with Wespath, you must complete and submit an *Investment Management Agreement*. Two signatures are required to open an account.

Investment Account Enrollment Form

This form allows you to choose the investment funds to which your deposits will be allocated. (If you are establishing more than one account, a separate *Investment Account Enrollment Form* must be completed for each account.)

The target allocation designated on the *Investment Account Enrollment Form* will be used for your initial and any subsequent deposits. If you do not complete an *Investment Account Enrollment Form*, your deposit will be invested in the Multiple Asset Fund. You may change the target allocation for deposits at any time.

Security Administration Form

You also must complete the *Security Administration Form* to access your institution's account information. After Wespath processes the forms, our Help Desk will e-mail each user a notification outlining instructions for accessing the system.

Account Enrollment and Target Allocation Procedure (continued)

Deposits

Initial Deposits

You can make a deposit with either a physical check or a wire transfer. Deposits must be received by 3:00 p.m., Central time to be processed that day. Please try to schedule your transfer by 2:00 p.m. to ensure receipt by 3:00 p.m., Central time. Note, however, that deposits received on Wespath Benefits and Investments holidays, weekends, after 3:00 p.m., Central time on regular business days or when the U.S. financial markets are closed, are processed the next business day.

Wespath will credit deposits to the account indicated by you or another representative of your organization. Any representative of your organization may direct the deposit to one of your specific accounts. If you or your representative does not indicate the account to which your deposit should be applied, we will deposit the funds in the initial account you opened with Wespath (designated "01" in your account details on the Wespath website).

Deposit Remittal Addresses

Via Wire Transfer

Bank name:	The Northern Trust
Bank ABA:	071000152
Account number:	98388
Account name:	Board of Pens Meth Church Res

Please indicate, "For further credit of (insert your account name and/or number)."

Via Check

Mail deposits to: Wespath Benefits and Investments
P.O. Box 75783
Chicago, IL 60675-5783

Future Deposits

You may make deposits from your designated bank account to Wespath using electronic (ACH) transfers. Please allow up to three business days for processing.

Transfers and Rebalances

Transfers and account rebalances received by 3:00 p.m., Central time on a business day will be processed that day. Note, however, that requests submitted on holidays, weekends, after 3:00 p.m., Central time on regular business days or when the U.S. financial markets are closed, are processed the next business day.

Withdrawal

An individual at the institution with "Transactional" or "Transactional Authorize" security access may initiate a withdrawal. A second party, who has "Transactional Authorize" security access and who did not initiate the withdrawal request, must authorize the withdrawal to complete the process.

Authorized withdrawals submitted by 3:00 p.m., Central time will be processed that day. Note, however, that requests submitted on holidays, weekends, after 3:00 p.m., Central time on regular business days or when the U.S. financial markets are closed, are processed the next business day.

Withdrawals from an investment fund will appear on your account the next business day, but please allow up to three business days to receive your distribution. Withdrawals will be delivered via electronic (ACH) or wire transfer to the financial institution identified on the *Request for Withdrawal* form or the account selected in the Wespath portal.

Monthly Settlement

Wespath will debit your designated account on a monthly basis for contributions owed to participant accounts. Each conference can choose the investment fund (or combination of funds) from which Wespath will debit these contributions. It is expected that the accountholder has a sufficient balance in the investment fund of the designated account on the last business day of the month for payment of the contributions. If the balance is less than the amount owed, Wespath will not credit participant accounts with that month's contributions. Wespath will notify the account administrator by e-mail of the decifit and request appropriate action. Once the balance is sufficient in the elected investment funds(s),

Wespath.org

You can view account information, query your account transaction history or perform transactions on the Wespath website **wespath.org** (select "**Wespath Portal**").

Transactions include:

- Deposits
- Withdrawals
- Account rebalances
- Transfers between accounts
- Transfers between investment funds
- Target allocation changes

Please note: To perform account transactions, your Internet browser must be Microsoft Internet Explorer 11 or higher, Apple Safari or Google Chrome. If you need assistance downloading the appropriate software, please call Wespath's Help Desk toll-free at **1-800-269-2244**, **ext. 4357** or directly dial **1-847-866-5297, ext. 4357.**

Login and Account Registration Procedures

You will log in to your account by visiting **wespath.org**, selecting "**Wespath Portal.**".

The first time you access your institution's investment account, you must register using the username and password provided by our Help Desk. To register, you will need to know your account ID, username and temporary password.

Monthly Settlement (continued)

Wespath will credit participant accounts with the monthly contribution. To offset additional administrative expenses incurred by Wespath, Wespath reserves the right to charge the account a fee of up to 1% of the total amount of the monthly bill. This fee is charged separately after crediting participant accounts. Wespath will contact you directly regarding the fee.

Account Rules

- Wespath clients may establish one or more accounts once required documentation is reviewed and approved.
- Wespath reserves the right to close an account and distribute the balance to an organization if the account balance is less than $1,000 for a period of 180 consecutive business days or more.
- The Multiple Asset Fund is the default fund for assets when there is no target allocation on file.
- Account transactions and investment allocations are the responsibility of the account holder.
- ***Authorized withdrawals, transfers or rebalancing requests may be subject to a 15 business day hold.*** Amounts totaling $2 million or less (by organization) received by 3:00 p.m., Central time on a business day will be honored that day. Wespath may require up to 15 business days for requests submitted on the same date that total more than $2 million to allow for an orderly sale of the securities required to fund the transaction(s).
- ***Accounts cannot be overdrawn.*** Wespath Benefits and Investments will deny all requests for withdrawals and transfers when the amount requested exceeds the available account balance. Account holders must have a sufficient account balance for any request to be processed.

When purchasing units of one or more Funds via the Automated Clearing House (ACH) electronic funds transfer system, the amount of your purchase will be deducted from your ogranization's bank account based on the instructions most recently provided to us. If the ACH does not clear (due to insufficient funds or other circumstances), your purpchase order will be reversed, and you may be held responsible for any losses incurred by the Funds as a result of your reversed order.

Notice to Investors

Wespath Benefits and Investments has implemented policies and procedures to ensure compliance with federal "know your customer" and other anti-money laundering requirements (the "Policies and Procedures"). These Policies and Procedures are intended to prevent funds in accounts held with Wespath from being used for criminal and other unlawful or prohibited purposes.

Our Policies and Procedures are applicable to all foreign and domestic investors, including individuals, corporations, trusts and other entities with a legal status. A key feature of our Policies and Procedures is our customer identification program (the "CIP Policy"), which requires Wespath to obtain specific information about investors to help us manage risks and ensure compliance.

As a part of our CIP Policy, we are required to collect from new investors certain identifying information, such as names, addresses and taxpayer identification numbers. We are also required to collect the names and addresses of signatories of new entity investors. Moreover, we may verify the identity of new investors through various documentary and non-documentary methods. Documentary methods may include a review of a government issued photo identification for individuals or a review of organizational documents for entities. Non-documentary methods may include cross-checking information provided to us against information already in our possession. Wespath may also request additional information from investors at its discretion depending on the circumstances.

It is important to note that if Wespath is unable to verify a new investor's identity, no account can be opened for that investor.

Wespath appreciates your cooperation in helping us satisfy these important requirements.

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