

**Instructions:** Use this application to open an Account with the North Carolina Investment Pool (NCIP) controlled by a Trustee. If this is the Entity's first Account in NCIP, you must include a completed **NCIP New Participant Application** for this form to be processed. Submit this form through Connect, or fax or mail this form to the fax number or address at the bottom of the page. The new Account will be opened and available to receive deposits after all completed documentation and signatures have been reviewed and accepted.

**NCIP Account #:** \_\_\_\_\_  
(Pool Use Only)

**PARTICIPANT INFORMATION:** *(Please complete all fields in this section.)*

**Participant Name:** \_\_\_\_\_ **TIN:** \_\_\_\_\_  
(Name that appears on Pool records) (Taxpayer Identification Number)

**Account Title:** \_\_\_\_\_  
(New Account name to display on Pool records and statements)

**Is this Account being set up for bond proceeds?** Yes No

**Pay dividends by reinvestment in:** This Account Other NCIP Account: \_\_\_\_\_  
(Account Number or Account Name)

**TRUSTEE INFORMATION:** *(All fields in this section must contain Trustee information ONLY.)*

**Trustee Name:** \_\_\_\_\_

**Trustee Contact:** \_\_\_\_\_ **Contact Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

*Note: The Participant MUST receive a statement for this Account. Please add a Contact from the Participant as a statement recipient in the Contact Permissions section below.*

**INVESTMENT OPTION:** *(Please select the investment option that your Entity may invest in.)*

As a Contact authorized to make investment decisions for the Entity listed above, I certify that the selected investments below are permitted investments for the funds to be invested.

**NCIP Liquid Portfolio**

**SERVICES:** *(Please select the services that your Entity is interested in. A representative from the Client Services Group will contact you to discuss.)*

**ACH Purchase/Redemption**      **Wire Purchase/Redemption**

*Note: If a wire/ACH banking instruction is not established for this Account and the monies invested must be distributed to the Entity listed above, the Pool reserves the right to distribute this Account's balance and any accrued dividend via check. Should such an event occur, the check will be sent to the Participant's address on record.*

**CONTACT PERMISSIONS:** *(Please complete the information below to add each Contact's permissions for this Account.)*

1. CONTACT INFORMATION: (Contact must be previously established with the Pool)	CONTACT PERMISSIONS: (Please select all permissions that apply)
<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____ Address _____ _____ City _____ State _____ Zip</p>	<p>For the new Pool Account being established, this Contact may:</p> <ul style="list-style-type: none"> <li>View Account information.</li> <li>Initiate transactions.</li> <li>Open and close Accounts.</li> <li>Change banking instructions and Account information.</li> <li>Assign permissions to and establish other Contacts.</li> <li>Receive electronic statements.</li> <li>Receive paper statements.</li> </ul> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>

2. CONTACT INFORMATION: (Contact must be previously established with the Pool)	CONTACT PERMISSIONS: (Please select all permissions that apply)
<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____ Address _____ _____ City _____ State _____ Zip</p>	<p>For the new Pool Account being established, this Contact may:</p> <ul style="list-style-type: none"> <li>View Account information.</li> <li>Initiate transactions.</li> <li>Open and close Accounts.</li> <li>Change banking instructions and Account information.</li> <li>Assign permissions to and establish other Contacts.</li> <li>Receive electronic statements.</li> <li>Receive paper statements.</li> </ul> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>

(New Account name to display on Pool records and Statements)

(Taxpayer Identification Number)

3. CONTACT INFORMATION: (Contact must be previously established with the Pool)	CONTACT PERMISSIONS: (Please select all permissions that apply)
<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City State Zip</p>	<p>For the new Pool Account being established, this Contact may:</p> <ul style="list-style-type: none"> <li>View Account information.</li> <li>Initiate transactions.</li> <li>Open and close Accounts.</li> <li>Change banking instructions and Account information.</li> <li>Assign permissions to and establish other Contacts.</li> <li>Receive electronic statements.</li> <li>Receive paper statements.</li> </ul> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>

4. CONTACT INFORMATION: (Contact must be previously established with the Pool)	CONTACT PERMISSIONS: (Please select all permissions that apply)
<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City State Zip</p>	<p>For the new Pool Account being established, this Contact may:</p> <ul style="list-style-type: none"> <li>View Account information.</li> <li>Initiate transactions.</li> <li>Open and close Accounts.</li> <li>Change banking instructions and Account information.</li> <li>Assign permissions to and establish other Contacts.</li> <li>Receive electronic statements.</li> <li>Receive paper statements.</li> </ul> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>

5. CONTACT INFORMATION: (Contact must be previously established with the Pool)	CONTACT PERMISSIONS: (Please select all permissions that apply)
<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City State Zip</p>	<p>For the new Pool Account being established, this Contact may:</p> <ul style="list-style-type: none"> <li>View Account information.</li> <li>Initiate transactions.</li> <li>Open and close Accounts.</li> <li>Change banking instructions and Account information.</li> <li>Assign permissions to and establish other Contacts.</li> <li>Receive electronic statements.</li> <li>Receive paper statements.</li> </ul> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>

**REQUIRED DOCUMENTATION:** (In addition to this form, the following documents are *required*.)

- Trustee Verification (Schedule A)
- Trust Document (a copy of the first page)

**OPTIONAL DOCUMENTATION:** (In addition to this form, the following documents are *optional*.)

- Contact Record (New Contacts Only)
- ACH Setup Instructions
- Wire Setup Instructions

**CERTIFICATION and SIGNATURE:** (Please have a Contact per Pool records who is authorized to open new Accounts sign below.)

The Contact signing below has full authorization to open this Account on behalf of the Participant listed above and is an authorized representative of the Trustee listed above. The Pool reserves the right to request proof of authority in the form of election certification, board minutes, resolutions, fiduciary trusts agreement, etc. when opening Accounts and assigning permissions with the Pool. It is the sole responsibility of the Participant to promptly notify NCIP of any changes to authorized Contacts.

\_\_\_\_\_  
Print or Type Name of Authorized Signatory

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date

**POOL USE ONLY:**

\_\_\_\_\_  
NCIP Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Approval Signature

\_\_\_\_\_  
Date

**Any document containing sensitive information received by email will not be accepted. Please send by uploading through Connect, fax, or mail.**

<p><b>SEND VIA CONNECT:</b> Log in to Account Access</p> <p><i>Existing Connect</i> Click <input checked="" type="checkbox"/> Secure Contact</p> <p><i>Users Only</i> Select file to upload - Send message</p>	<p><b>FAX TO:</b> NCIP Client Services Group</p> <p>1-888-535-0120</p>	<p><b>MAIL TO:</b> NCIP Client Services Group</p> <p>P.O. Box 11813</p> <p>Harrisburg, PA 17108</p>
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POOL USE ONLY	
V2021.04	INITIALS
Processed	
Confirmed	


(New Account name to display on Pool records and Statements)

(Taxpayer Identification Number)

**Instructions:** Complete this form to add additional Contact's permissions for this Account. If this addendum is needed, it must accompany the Trusteed Account Application.

<b>6.</b>	<b>CONTACT INFORMATION: (Contact must be previously established with the Pool)</b>	<b>CONTACT PERMISSIONS: (Please select all permissions that apply)</b>
	<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City _____ State _____ Zip _____</p>	<p>For the new Pool Account being established, this Contact may:</p> <ul style="list-style-type: none"> <li>View Account information.</li> <li>Initiate transactions.</li> <li>Open and close Accounts.</li> <li>Change banking instructions and Account information.</li> <li>Assign permissions to and establish other Contacts.</li> <li>Receive electronic statements.</li> <li>Receive paper statements.</li> </ul> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>
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	<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City _____ State _____ Zip _____</p>	<p>For the new Pool Account being established, this Contact may:</p> <ul style="list-style-type: none"> <li>View Account information.</li> <li>Initiate transactions.</li> <li>Open and close Accounts.</li> <li>Change banking instructions and Account information.</li> <li>Assign permissions to and establish other Contacts.</li> <li>Receive electronic statements.</li> <li>Receive paper statements.</li> </ul> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>
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	<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City _____ State _____ Zip _____</p>	<p>For the new Pool Account being established, this Contact may:</p> <ul style="list-style-type: none"> <li>View Account information.</li> <li>Initiate transactions.</li> <li>Open and close Accounts.</li> <li>Change banking instructions and Account information.</li> <li>Assign permissions to and establish other Contacts.</li> <li>Receive electronic statements.</li> <li>Receive paper statements.</li> </ul> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>
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	<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City _____ State _____ Zip _____</p>	<p>For the new Pool Account being established, this Contact may:</p> <ul style="list-style-type: none"> <li>View Account information.</li> <li>Initiate transactions.</li> <li>Open and close Accounts.</li> <li>Change banking instructions and Account information.</li> <li>Assign permissions to and establish other Contacts.</li> <li>Receive electronic statements.</li> <li>Receive paper statements.</li> </ul> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>
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	<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City _____ State _____ Zip _____</p>	<p>For the new Pool Account being established, this Contact may:</p> <ul style="list-style-type: none"> <li>View Account information.</li> <li>Initiate transactions.</li> <li>Open and close Accounts.</li> <li>Change banking instructions and Account information.</li> <li>Assign permissions to and establish other Contacts.</li> <li>Receive electronic statements.</li> <li>Receive paper statements.</li> </ul> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>

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Existing Connect Click  Secure Contact  
Users Only Select file to upload - Send message

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