

Nebraska  
**CLASS**



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**Registration Packet**



## Welcome to Nebraska CLASS

Thank you for choosing Nebraska CLASS!

This packet contains all the materials necessary to set up your Nebraska CLASS account(s). If you have any questions about the registration process or about your Nebraska CLASS account(s), please do not hesitate to contact us. The Nebraska CLASS Client Service team can be reached any business day from 8:30 a.m. to 4:30 p.m. CT by phone at (866) 256-6460 or by email at [clientservices@nebraskaclass.com](mailto:clientservices@nebraskaclass.com).

Public Trust Advisors, LLC, a registered investment advisor with the U.S. Securities and Exchange Commission, provides investment advisory services to the Fund. PMA Securities, LLC, an affiliate of Public Trust Advisors, is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of FINRA and SIPC and provides marketing, and securities and other institutional brokerage services. Nebraska CLASS is not a bank. An investment in Nebraska CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although Nebraska CLASS seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please read the applicable Nebraska CLASS 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.**

## Registration Procedures

**To join Nebraska CLASS, please complete the following:**

- 1) Read the Nebraska CLASS Indenture of Trust and Interlocal Agreement (located in the Document Center at [www.nebraskaclass.com](http://www.nebraskaclass.com)).
- 2) Pass the resolution authorizing participation in Nebraska CLASS (page 4).
- 3) Complete the Entity Registration (page 6).
- 4) Complete the Authorized Contacts Form (pages 7/8). Nebraska CLASS recommends having multiple authorized signers to help prevent fraud.
- 5) Complete the Accounts to be Established Form (page 9); you may open as many accounts as you wish.
- 6) Keep the original forms for your records and send the completed packet to the Nebraska CLASS Client Service team by fax (866) 256-6459 or by email [clientservices@nebraskaclass.com](mailto:clientservices@nebraskaclass.com)

**Questions? Please contact us; we would love to hear from you:**

Nebraska CLASS Client Service Team  
T (866) 256-6460  
[clientservices@nebraskaclass.com](mailto:clientservices@nebraskaclass.com)

Through the Nebraska CLASS website, [www.nebraskaclass.com](http://www.nebraskaclass.com), Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the Nebraska CLASS program.

## Resolution Authorizing Participation in the Nebraska CLASS

WHEREAS, Neb. Const. art. XV, § 18(1) authorizes local government entities to exercise their powers and functions, including financing, jointly or in cooperation with other governmental entities and Nebraska law expressly allows public agencies to invest surplus or excess funds;

WHEREAS, Neb. Rev. Stat. § 13-804 authorizes public agencies to enter into interlocal agreements in order for such agencies to take joint or cooperative action;

WHEREAS, this Public Agency desires to enter into an interlocal agreement pursuant to the provisions of the Interlocal Cooperation Act, Neb. Rev. Stat. §§ 13-801 to 13-827 to create the Nebraska Cooperative Liquid Assets Securities System Trust ("Nebraska CLASS Trust") for the purpose of the joint investment of this Public Agency's money with those other public agencies so as to enhance the investment earnings accruing to each such public agency;

WHEREAS, a proposed Declaration of Trust and Interlocal Agreement and an Information Statement relating to the Nebraska CLASS Trust have been presented to this Governing Body;

WHEREAS, the proposed Declaration of Trust authorizes public agencies to adopt and enter into the Declaration of Trust and become Participants of such trust;

WHEREAS, this Governing Body deems it advisable for this Public Agency to adopt and enter into the Declaration of Trust and become a founding participant of the Nebraska CLASS Trust,

NOW THEREFORE, be it resolved as follows:

1. This Public Agency shall and does hereby join with other Nebraska public agencies in accordance with the provisions of Nebraska law and in accordance with the Interlocal Cooperative Act, as applicable, to create and become a Participant of the Nebraska CLASS Trust.
2. The Declaration of Trust and Interlocal Agreement of the Nebraska CLASS Trust, as amended from time to time, is hereby adopted by this reference with the same effect as if it had been set out verbatim in this Resolution. A copy of the Declaration of Trust is attached hereto and incorporated herein by this reference and shall be filed with the minutes of the meeting at which this Resolution was adopted.
3. The Trustees of the Nebraska CLASS Trust are hereby designated as having official custody of this Public Agency's monies which are invested in accordance with the Declaration of Trust.
4. Authorization is hereby given for members of this Governing Body and officials of this Public Agency to serve as an Initial Trustee of the Nebraska CLASS Trust, as well as future Trustees from time to time if elected as such pursuant to the Declaration of Trust.
5. The Key Contact and Authorized Signatories are those persons listed on the Trust Registration Form attached hereto and incorporated herein. The Authorized Signatories are authorized by the Participant to direct the investment of such Participants' investment funds and to take all such actions deemed necessary or desirable to carry out the activities otherwise authorized by this Resolution, subject to the Authorized Signatories' obligation to take such actions only in the name of and for the benefit of this Participant.

6. The Key Contact and Authorized Signatories may be changed from time to time by written notice to Nebraska CLASS.
7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution being the same are hereby rescinded.

Passed and adopted this \_\_\_ day of \_\_\_\_\_, 20\_\_ by the [PUBLIC AGENCY].

\_\_\_\_\_  
[NAME], [TITLE]

Attest:

\_\_\_\_\_  
[NAME], [TITLE]



### Fund Registration

**Entity Information**

Entity Name (Participant) \_\_\_\_\_

Entity Type:            City/Town                            County                            School District                            Special District  
Other (Specify) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Physical Address (if different than above) \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Tax ID \_\_\_\_\_ Fiscal Year End Date (Month/Day) \_\_\_\_\_

Nebraska CLASS and its transfer agent and administrator 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 Nebraska CLASS, its transfer agent, and administrator, 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 Nebraska CLASS Online Transaction Portal. Each Participant is responsible for notifying Nebraska CLASS of any changes to its account(s).

Wires will be distributed every hour with the final distribution ending at 1:00 p.m. CT; distribution times are subject to change as needed by the Nebraska CLASS Administrator. Additionally, Nebraska CLASS must be notified of any contributions by 1:00 p.m. CT to receive same day credit. **If funds are not received by 4:00 p.m. CT, contribution orders will be voided.**

**Banking Information**

Bank Name \_\_\_\_\_ Bank Routing Number (ABA) \_\_\_\_\_

Account Title \_\_\_\_\_ Account Number \_\_\_\_\_

Bank Contact\* \_\_\_\_\_ Contact's Phone Number \_\_\_\_\_

Wire                            ACH                            Both

**Additional Banking Information (Optional)**

Bank Name \_\_\_\_\_ Bank Routing Number (ABA) \_\_\_\_\_

Account Title \_\_\_\_\_ Account Number \_\_\_\_\_

Bank Contact\* \_\_\_\_\_ Contact's Phone Number \_\_\_\_\_

Wire                            ACH                            Both

\*If there will only be one Authorized Signer on the Nebraska CLASS account, bank contact must be provided to verify bank account information



## Authorized Contacts<sup>1</sup>

Authorized Signers Can	Read-Only Users Can
Approve changes to the Investor Profile	Receive account updates
Update banking/contact information	Request "view-only" access to monthly statements and transaction confirmations
Process transactions	View banking/contact information
Receive account updates	

### Key Contact

Print First and Last Name

Title

**(Signature Required if Authorized Signer)**

Phone (Required)<sup>2</sup> Extension

Email (Required)

Mobile<sup>2</sup>

### Permissions (check only one)

- Authorized Signer to Move Funds
- Read-Only Access

### Additional Contact (Optional) Note – Nebraska CLASS 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)<sup>2</sup> Extension

Email (Required)

Mobile<sup>2</sup>

### Permissions (check one only)

- Authorized Signer to Move Funds
- Read-Only Access

### Additional Contact (Optional)

Print First and Last Name

Title

**(Signature Required if Authorized Signer)**

Phone (Required)<sup>2</sup> Extension

Email (Required)

Mobile<sup>2</sup>

### Permissions (check one only)

- Authorized Signer to Move Funds
- Read-Only Access

<sup>1</sup> 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.

<sup>2</sup> 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.

## Authorized Contacts (cont.)<sup>1</sup>

### Additional Contact (Optional)

Print First and Last Name

**(Signature Required if Authorized Signer)**

Email (Required)

Title

Phone (Required)<sup>2</sup>

Extension

Mobile<sup>2</sup>

#### Permissions (check one only)

Authorized Signer to Move Funds

Read-Only Access

### Additional Contact (Optional)

Print First and Last Name

**(Signature Required if Authorized Signer)**

Email (Required)

Title

Phone (Required)<sup>2</sup>

Extension

Mobile<sup>2</sup>

#### Permissions (check one only)

Authorized Signer to Move Funds

Read-Only Access

### Additional Contact (Optional)

Print First and Last Name

**(Signature Required if Authorized Signer)**

Email (Required)

Title

Phone (Required)<sup>2</sup>

Extension

Mobile<sup>2</sup>

#### Permissions (check one only)

Authorized Signer to Move Funds

Read-Only Access

<sup>1</sup> 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.

<sup>2</sup> 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.





## Dual Authorization Form (Optional)

Entity Name: \_\_\_\_\_

Please utilize this form to request dual authorization capabilities on your Nebraska CLASS account. Dual authorization ensures that any transaction entered via the Nebraska CLASS 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 just the users 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 the 1:00 p.m. CT 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.

\_\_\_\_\_  
Authorized Signer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title