



TRANSACTION REQUEST

Questions? Call 1-844-846-8642

**ACH/WIRE -
TRANSFER -
EXCHANGE -**

Instructions: Please complete this form if you would like the GovMIC Client Services Group to (1) initiate a transaction to/from your GovMIC Account using pre-existing banking instructions or (2) notify the Fund of an incoming wire. After completion, please fax this form to the GovMIC Client Services Group at 1-888-535-0120.

INVESTOR INFORMATION: (Please enter the Investor's name and Taxpayer Identification Number.)

Investor Name: _____ (Name that appears on Fund records) TIN: _____ (Taxpayer Identification Number)

TRANSACTION TYPE: (Please select a transaction type and complete the detail instructions below.) (* = Optional fields)

WIRE Purchase (Your Entity will wire the requested amount **TO** the Fund on the date listed below in order to purchase shares.)

GovMIC Account #: _____ Transaction Date: _____ \$ Amount: _____
 Sending Bank Name: _____

WIRE Redemption (The requested amount is to be wired **FROM** the Fund to the pre-existing wire instructions listed below.)

ACH Purchase (The requested amount is to be transferred **TO** the Fund from the pre-existing ACH instructions and available on the next business day.)

ACH Redemption (The requested amount is to be transferred **FROM** the Fund to the pre-existing ACH instructions and available on the next business day.)

(The instructions below must be on file with the Fund. If you want to use a **NEW** instruction, you must complete the **ACH Instructions** form or the **Wire Instructions** form and fax it to the GovMIC Client Services Group.)

GovMIC Account #: _____ Transaction Date: _____
 Bank Name: _____ \$ Amount: _____
 Bank Account #: _____ Beneficiary Name: _____
 ABA #: _____ *Beneficiary Account #: _____
 *Nickname: _____ *Beneficiary Details: _____

TRANSFER (Money is to be transferred by the GovMIC Client Services Group from one account to another.)

From GovMIC Account #: _____ To GovMIC Account #: _____
 Transaction Date: _____ \$ Amount: _____

EXCHANGE (Money is to be exchanged by the GovMIC Client Services Group from one share class to another within the same account.)

From Fund Account #: _____ Transaction Date: _____
 Share Exchange from: Cash Mgmt. Class to GovMIC GovMIC to Cash Mgmt. Class \$ Amount: _____

SIGNATURE: (Please have a Contact, who is authorized per Fund records to initiate purchases and redemptions of shares, sign below.)

Authorized Signature _____ Date _____ Phone # _____
 Print or Type Name of Authorized Signatory _____ Title/Position _____ Email Address _____

Any document received by email will not be accepted. Please send by fax or mail.

FAX TO: GovMIC Client Services Group
1-888-535-0120

MAIL TO: GovMIC Client Services Group
P.O. Box 11760
Harrisburg, PA 17108-1760

FUND USE ONLY		
V2015.11	DATE	INITIALS
Processed		
Confirmed		