

Transfer and Investment Reallocation Form

Use this form to reallocate or transfer funds between/within UCF accounts. Transactions are processed within 3-5 business days. Please email completed form to UCF's Client Services team at info@ucfunds.org.

1. UCF ACCOUNT INFORMATION:

Transfer From Account Number: _____ Account Name: _____

Transfer To Account Number: _____ Account Name: _____

2. TRANSACTION TYPE (required):

- Transfer:** Move funds from one UCF account to another UCF account.
- Reallocation:** Change investment allocation within the same UCF account.

3. SELECT THE UCF INVESTMENT FUND(S) TO WHICH YOU WISH THE TRANSACTION TO APPLY:

Transfer a specific amount according to current allocation: \$ _____ OR

Indicate the dollar amount or percentage you wish to reallocate or transfer for each fund

	FROM	TO
UCF Balanced Fund	_____	_____
UCF Beyond Fossil Fuels Balanced Fund	_____	_____
UCF Alternatives Balanced Fund *	_____	_____
UCF Total Equity Fund	_____	_____
UCF Fixed Income Fund	_____	_____
UCF Domestic Core Equity Fund	_____	_____
UCF Beyond Fossil Fuels Equity Fund	_____	_____
UCF International Equity Fund	_____	_____
UCF Small Cap Equity Fund	_____	_____
UCF Alternatives Fund * *	_____	_____
UCF Cash & Equivalents Fund	_____	_____

** UCF Alternatives Balanced Fund offers monthly liquidity and will be processed accordingly.*

*** UCF Alternatives Fund offers quarterly liquidity and will be processed accordingly.*

Check here if you want this transaction to recur. Please also indicate the details

Frequency (required): _____ **Start Date:** _____ **End Date:** _____

4. AUTHORIZATION INFORMATION

Authorized Officer Name: _____ Signature: _____

TRANSFER OF INVESTMENTS GUIDE

Transfers and reallocations have a variety of options, so getting all the information into one form seems like a lot! This guide is intended to explain and clarify which form to use and how to complete it to make the process easier for you.

Which Form Do I Use?

- Moving money into or out of an external account, use the **Transaction Form**.
- Moving money within UCF accounts or investments only, use the **Transfer and Investment Reallocation Forms**.

Account Numbers and Names

- Your Account Number is typically a 6-digit number assigned to you.
- The Account Name is the name of your organization and/or the identifying factor.

For example, AnyWhere Church opens two accounts, one for scholarships and the other one for maintenance.

- Assigned Account Numbers: AC1230 and AC1231
- Assigned Account Names:
 - AnyWhere Church Scholarship Fund
 - AnyWhere Church Maintenance Account.

Understanding Key Terms

The term “fund” can refer to dollar amounts, account names and investment options. If you are unsure, contact info@ucfunds.org.

Transfers (Between UCF Accounts)

The term “Transfer” applies to moving funds from one UCF account to another. There are two types of transfers:

A Fund-to-Fund Transfer means that you are moving value from an investment in one UCF account to the same investment in another account. We sell the shares and disburse cash from the first UCF account and, in the second account, deposit cash and repurchase the shares according to the daily share value.

A Fund Transfer is when the value of one fund in a UCF account is transferred to another fund in another UCF account. We sell the shares and disburse cash from the first UCF account and, in the second account, deposit cash and repurchase the shares according to the daily share value.

Reallocations

The term “Reallocation” applies to value being transferred among investments in a single UCF account.



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Example 1: Adjusting Percentages

AnyWhere Church is invested in Total Equity, Fixed Income and Beyond Fossil Fuels Balanced funds. The church decides to update the allocations. Therefore, in the **TO** column, they enter 25%, 25% and 50% accordingly. Since they have two accounts, they fill the form out twice – once for each account.

Example 2: Changing Investments

AnyWhere Church is invested 100% in Domestic Core and wants to switch to three other Total Equity, Fixed Income and Beyond Fossil Fuels Balanced funds. In the **FROM** column, they enter 100% next to Domestic Core and in the **TO** column they enter 25%, 25% and 50% accordingly. Since they have two accounts, they fill the form out twice, once for each account.

Keeping Instructions on File

UCF processes reoccurring transactions on the 1st and 15th of each month (or the following business day) with the following frequencies:

- Monthly: Every month
- Quarterly: Every three months based on the start date. Cycles are:
 - January, April, July and October;
 - February, May, August and November; or
 - March, June, September and December
- Semi Annually: Every six months based on the start date.
- Annually: Once a year on a selected date

The frequency and start date dictate the cycle. For example, a semiannual transaction starting on May 1 will recur on May 1 and November 1.

Instructions are kept on file until the end date. If no end date is entered, instructions are kept on file until you notify us to discontinue.

To best serve you, **please submit a new form** when any modifications need to be made or every five years, whichever comes first.

Questions?

We are here to help.

Email: info@ucfunds.org

Phone: 877-806-4989