United Church Funds
Investing Together for a Sustainable World

Toll-free: 877-806-4989
Fax: 332-219-8758
Email: info@ucfunds.org

TRANSACTION FORM

For Transactions Between a UCF Account and the Organization's External Bank Account on File.

- Use this form to request a deposit into a UCF account from the Organization's external bank account on file, or a withdrawal from a UCF account to the Organization's external bank account on file.
- This form does not establish or update banking instructions. If the Organization needs to add, replace or update external banking instructions, please complete UCF's Electronic Funds Transfer Form before submitting this request.
- Requests are subject to UCF's review, acceptance, administrative procedures, valuation timing, liquidity terms, market holidays, banking requirements and any applicable fund restrictions. Complete requests are generally processed within 3–5 business days, although some requests may require additional review, confirmation or processing time.
- The Organization's participation in UCF's pooled investment funds is governed by its Master Participation Agreement or other applicable account agreement with UCF.
- For your protection, forms containing banking information, account numbers, donor information or other sensitive information should be submitted through UCF's secure upload page whenever possible. Completed forms may also be submitted by email to UCF Client Services at info@ucfunds.org.

1. PROVIDE UCF ACCOUNT INFORMATION

Date of Request: _____Institution Name: _____

Transfer Bank Account (Last 4 Digits): _____

2. SELECT ONE OF THE FOLLOWING OPTIONS:

☐ Deposit to UCF Account ☐ Withdrawal from UCF Account

☐ **Check here if you want this transaction to reoccur. Please also indicate the details**

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

- If no end date is provided, UCF may continue the recurring instruction until the Organization provides written instructions to change or stop it, or until UCF requires updated instructions under its then-current procedures.

- Recurring deposits will be invested according to the deposit instructions provided in Section 2 unless UCF receives and accepts updated instructions. Recurring withdrawals will be processed according to the withdrawal instructions provided in Section 3 unless UCF receives and accepts updated instructions. Recurring instructions are subject to UCF's administrative procedures, valuation timing, liquidity terms, market holidays, banking requirements and any applicable fund restrictions.

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3. ACCOUNT NUMBERS AND AMOUNTS ARE REQUIRED FIELDS. ELECT TO HAVE THE TRANSACTIONS ALLOCATED AS FOLLOWS OR LEAVE BLANK TO HAVE THE TRANSACTIONS PRORATED ACROSS CURRENT PORTFOLIO

Account & Amount $.		% Allocated to Each Fund										
	UCF Balanced Fund	*Beyond Fossil Fuels Balanced*	*Beyond Fossil Fuels Fixed Income*	*Alternatives Balanced Funds**	*Total Equity Fund*	*Fixed Income Fund*	*Domestic Core Equity Fund*	*Beyond Fossil Fuels Equity Fund*	*International Equity Fund*	*Small Cap Equity Fund*	*Alternatives Fund***	*Cash And Equivalents Fund*
Example: Account: 12345 **$.** 50,000	50%		50%									
$.												
$.												
$.												
$.												

- UCF Alternatives Balanced Fund and UCF Alternatives Fund offer nonstandard liquidity. Please contact UCF Staff for additional information.
- UCF may request confirmation or updated instructions if any instruction is incomplete, unclear, or inconsistent with UCF's procedures, liquidity terms, or account records.

4. AUTHORIZATION INFORMATION

By signing below, the Authorized Officer certifies that they are authorized to provide the deposit, withdrawal, allocation, banking, recurring transaction and related account instructions set forth in this form on behalf of the Organization. UCF may rely on this instruction in accordance with the Organization's Master Participation Agreement or other applicable account agreement with UCF.

Authorized Officer Name: _____

Signature: _____ Date:_____