



January 8, 2016

<Public Agency>

<Name>

<Address>

<City, State Zip>

<Sub-Entity>

Dear Illinois Funds Participant:

As previously communicated on November 20, 2015, we are making an important change to our Illinois Funds program in order to comply with the latest accounting standards and securities laws affecting local government investment pools. **Effective February 16, 2016 transfer agent services for the Illinois Funds will be transitioned to U.S. Bancorp Fund Services, LLC (USBFS).** With this change, access to your investment account will be managed separately than your bank account and, if applicable, your E-Pay account. As part of this transition, we have enhanced our online account access at www.illinoisfunds.com to offer you greater convenience. In addition to viewing your transaction history, you will have the ability to perform financial transactions online, including **transfers, purchases and redemptions**. As such, for security precautions, we are asking you to provide updated investment account information.

Enclosed, you will find convenient account option forms related to **account authority, bank settlement instructions, and online account access** for your investment account at USBFS. Please complete each form and return them, using the enclosed Business Reply Envelope, by **January 25, 2016**. Additional information about each form is provided below:

Account Authority Form

Primary account authorities must confirm their authority and the authority of any designee to access an account. Access levels include trading authority, account maintenance, and inquiry only. By signing and returning the form, you will be authorizing account authorities and designating access levels. Please include the full name, e-mail address, phone number, and access level for each account authority. A summary of access levels is detailed below:

- **Trading Authority:** Provides authority to initiate transactions on the account.
- **Maintenance Authority:** Provides authority to make changes to the account, including bank and address changes.
- **Inquire Only:** Provides authority to obtain balance and transaction information by calling the Illinois Funds Toll Free line.

Bank Instructions Form

Updated banking instructions must be provided in order to settle the proceeds of your investment account. By completing the Bank Instructions Form, you are authorizing the Illinois Funds to settle systematic purchases and redemptions, and on demand purchases and redemptions, using the instructions you provide. Please be sure to identify the appropriate investment account number for each set of bank instructions.

Note: Systematic transactions will not be available until the transition of transfer agent services on February 16, 2016. Detailed instructions on establishing systematic transactions will be provided in a future communication.

Online Account Access

Information about your Illinois Funds account(s), including historical rate information, schedule of investments, enrollment/change forms, and online account access will still be available on our website at www.illinoisfunds.com. Please complete the Online Account Access Form to authorize individuals with online account access. USBFS will establish and mail authorized individuals their online access credentials along with instructions on how to establish a personal identification number (PIN).

Thank you for your continued trust in the Illinois Funds/E-Pay program. We value you as a participant and look forward to continuing to provide you with the highest level of service. If you have any questions, please feel free to contact us at **(800)346-7414**.

Sincerely,

The Illinois Funds/E-Pay Team