

**CONNECTICUT STATE TREASURER
SHORT-TERM INVESTMENT FUND**



Dear STIF Investor,

STIF-Express/Advisor Central has enhanced its Automated Clearing House (ACH) functionality to allow for multiple ACH bank instructions to be used on the STIF-Express online platform. The on-line system will now store multiple ACH bank instructions that can be selected via the "method of payment" drop down menu to facilitate funding of deposit or withdrawal transactions.

The ACH transactions generally have lower bank fees, however such transfers take two business days to complete as discussed below. STIF's transfer agent will initiate deposits and withdrawals on your behalf.

Transaction Type	Trade Date	Next business day	Two business days
Purchase/Deposit of STIF	An ACH request for purchase/ deposit must be entered online or called in prior to 4 p.m. All ACH transactions are processed through the nightly cycle. On STIF-Express, you will see the transaction show as a pending trade for an ACH purchase	Your local bank account will be debited for the amount of your STIF purchase/deposit.	Funds will be received by STIF after the 10:30 a.m. deadline. The transaction will be posted with a trade date as of this date. As the funds are posted later in the day it is considered a "p.m." transaction and will go into effect and earn interest the following business day.
Redemption/ Withdrawal of STIF	An ACH request for redemption must be entered online or called in prior to 4 p.m. All ACH transactions are processed through the nightly cycle. The trade will be entered as a "p.m." transaction as of this date. You will earn interest through this date.		Your local bank will be credited for the amount of your STIF redemption/withdrawal.

**CONNECTICUT STATE TREASURER
SHORT-TERM INVESTMENT FUND**



ACH Transaction Authorization Form

Authorization to initiate transactions via ACH with financial institution

Bank Account Information: Account into which funds will be **deposited** or from which funds will be **withdrawn**. The bank account must be authorized to receive funds on your investor registration forms.

STIF Account Number: _____

Financial Institution _____

Street Address _____ **City** _____ **State** _____ **Zip** _____

Account Name _____

Account Number _____

Bank Routing Transit # _____

Further Credit Name (if applicable) _____

Further Credit Account Number (if applicable) _____

Authorized Signature

1. _____
Signature

Print Name

2. _____
Signature

Print Name

Please note that the individuals requesting these services must be authorized to make STIF transactions on your current participant data sheet.

IMPORTANT INFORMATION ABOUT ACH

1. Not all banks participate in ACH transactions, if your financial institution does not participate, you will not be eligible for this service.
2. Your financial institution must be a member of the Automated Clearing House (ACH) to use this service.
3. You will not be able to utilize the ACH services for ten (10) business days after application.
- 4. WIRE INSTRUCTIONS AND ACH INSTRUCTION MAY OR MAY NOT DIFFER. IT IS IMPORTANT TO ASK YOUR FINANCIAL INSTITUTION IF THERE ARE DIFFERENT INSTRUCTIONS.**
5. We will send a pre-notification to your financial institution to test the ACH instructions. If there is an error in the instructions, we will notify you by letter.

Please complete this form and mail it to:

Connecticut State Treasurer's Office
Short-Term Investment Fund
55 Elm Street, 6th Floor
Hartford, CT 06106
(860) 702-3048

Or Fax to: