

**DOCUMENTATION NEEDED TO OPEN AN ACCOUNT
IN THE UCF COMMON INVESTMENT FUNDS**

Any organization establishing an account in the UCF common investment funds should provide documentation which clearly indicates that an investment is authorized and that the individuals making the investment are authorized to make such investment.

Basically, there are two pieces of documentation needed for this purpose:

1. A resolution by the church or an empowered committee authorizing the investment.
2. A resolution authorizing two or more people to effect the establishment of an account.

Both of these resolutions can be combined into one, as shown on the attached suggested resolution. **This resolution should be notarized by a notary public. It is important that the individuals named in the resolution are the ones that sign the Receipt & Agreement form when it is executed.**

The bylaws of some organizations grant authority to certain officers or committees to make investments on behalf of the organization. If that is the case, a copy of the bylaws will suffice in lieu of the resolution. If the bylaws give authority to certain individuals, a list of officers and/or committees of the organization (certified by the church secretary or clerk) should be sent.

In addition, you will need to complete the enclosed Electronic Funds Transfer Authorization and return it to us along with the Account Application and resolution.

THIS IS A SAMPLE

BE IT RESOLVED that the _____ (name of church) hereby authorizes its _____ (title of 1st officer), _____ (name of 1st person) and its _____ (title of 2nd officer), _____ (name of 2nd person), to establish one or more investment accounts with the United Church Foundation, Inc. in any of its common investment funds presently in existence or established at a future date. Any future transactions related to the church's investments with the United Church Foundation, Inc. may be authorized by either the then current _____ (title of 1st officer) or _____ (title of 2nd officer) in whatever form required by the United Church Foundation, Inc.

STATE OF _____)
COUNTY OF _____) SS:

On this the ____ day of _____ 19 ____, before me a notary public, the undersigned officer, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official.

Notary Public

UNITED CHURCH FOUNDATION, INC.

475 Riverside Drive, Room 1020, New York, NY 10115

ACCOUNT APPLICATION

INFORMATION ABOUT ORGANIZATION

Legal Name of Organization (print)		
Address: (street and number or post office box)		Telephone Number
City	State	Zip Code
State of Incorporation or Organization	Relationship to the United Church of Christ: <input type="checkbox"/> Church <input type="checkbox"/> Association <input type="checkbox"/> Conference <input type="checkbox"/> National Ministry <input type="checkbox"/> CHHSM Organization <input type="checkbox"/> Other (Specify)	

ACCOUNT INFORMATION

The total amount of the initial investment is \$ _____. This investment is being made by

the attached check or

a bank transfer from (name of bank) _____.

Please allocate the investment as follows below:

Name of Account *	Amount	% Allocated to each Fund**									Income	
		CE	FI	EQ	DCE	IE	SCE	BLC	BLM	BLA	Paid Out	Reinvested
1	\$											
2												
3												
4												
5												
Total												

* If more than five accounts are being established, please list information about additional accounts on the back of this form and include in total.

** The percentages indicated will be used for all future additions to each account unless other instructions are received.

The following codes are used for the various common investment funds:
CE = UCF Cash and Equivalent Fund **FI** = UCF Fixed-Income Fund **EQ** = UCF Equity Fund **DCE** = Domestic Core Equity Fund
IE = UCF International Equity Fund **SCE** = UCF Small Cap Equity Fund **BLC** = UCF Conservative Balanced FundFund
BLM = UCF Moderate Balanced Fund **BLA** = UCF Aggressive Balanced Fund

Special Account Instructions (continue on back if additional space is needed): _____

What is the general purpose or nature of each account? (use back of this form if necessary)

Name of Person Making Application	Title	Date of Application
Signature	Note: All correspondence will be sent to the applicant at the above address unless special instructions are given below.	
Special Instructions for correspondence, checks and statements: (Use back if additional space is needed)		



Electronic Funds Transfer Authorization

1. Please deposit payments by electronic funds transfer in the following bank account:

Bank Name: _____

Account Number: _____

Bank Address: _____

Checking Savings

Bank Routing number: _____

(Use the number on the bottom left side of your check or you may phone your bank for the information)

2. Please attach a voided check from your checking account or deposit slip from your savings account.

3. Direct Deposit Authorization

Credit entries/necessary adjustments for this account are authorized by signing below.

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Name of Church/Organization: \_\_\_\_\_

Officer and Attesting Officer sign below:

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Mail this form and a voided check to:**

**Account Numbers:**

**United Church Foundation  
475 Riverside Dr. Suite 1020  
New York, NY 10115  
877-806-4989  
www.ucfoundation.org**

**Email address for confirmation of deposit:**

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