

Georgia Extended Asset Pool Instructions

Thank you for your interest in the Georgia Extended Asset Pool (“**GEAP**”), a local government investment pool managed by the Office of Treasury and Fiscal Services (“**OTFS**”).

The Georgia Extended Asset Pool is offered by the State of Georgia to local governments and other public entities that have funds available for investment for one (1) year or more, maintain a minimum balance of \$1 million, comply with a minimum transaction size of \$25,000, and adhere to a one day notification requirement for all transactions. **However, the Director of OTFS reserves the right to take up to seven (7) business days to process a transaction if making payment with one day notice would adversely affect GEAP.**

The primary investment objectives of Georgia Extended Asset Pool are safety of capital, yield, and diversification, with an emphasis on safety of capital and probable income to be derived. Please be aware, however, that **GEAP deposits are not guaranteed or insured** by any bank, the FDIC, the State of Georgia, or any other government agency. GEAP is a variable net asset value fund. **The value of an investment in GEAP will fluctuate over time, and it is possible to lose money investing in GEAP.**

The following instructions apply to any local government or other public entity that desires to **open a GEAP account or execute a transaction with an existing GEAP account.**

Resolution Preparation:

You must submit a separate resolution for each GEAP account you wish to open.

A. TYPE the information requested in the spaces provided.

1. The resolution **MUST be signed by the HEAD of the governing authority**, and his/her name **typed** in the space below the signature.
2. A resolution **MUST be NOTARIZED (including the stamp or seal)**. The notary **CANNOT** be a person listed elsewhere on the resolution.
3. Additional pages may be attached to the resolution, but each page must be signed by the **HEAD** of the governing authority and **NOTARIZED** as outlined above.
4. We **CANNOT** accept a resolution that does not comply with the above requirements.

B. OTFS accepts **ORIGINAL** resolutions only with **ORIGINAL** signatures. We **CANNOT** accept **facsimiles** or **photocopies**. You may, however, photocopy the blank resolution form as needed.

C. Please allow us at least five (5) business days from receipt to process a resolution and set up the new account.

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D. The following circumstances require submission of a new resolution:

1. Change of authorized individuals
2. Change of bank accounts
3. Change of statement mailing address
4. Change of correspondent bank, if applicable.

Deposits and Withdrawals:

A. In order to initiate a deposit or withdrawal from your GEAP account you must contact us **before 11:00 am** on the business **day preceding the day you want the funds transferred** to or from your account. Only person(s) named on the resolution may initiate a transaction. When initiating a transaction you must notify us by telephone of the date and amount of the transaction. **We cannot execute transactions initiated by unauthorized individuals.**

Call request to: (404) 656-2168 or 1-800-222-6748

B. When you deposit funds in GEAP you must confirm the amount of the deposit and the length of time the deposit is expected to remain invested in GEAP by mail or facsimile. These confirmations are used for informational purposes only and are non-binding.

C. To deposit funds into your GEAP account, call us for specific wiring instructions.

D. OTFS can transfer funds to only those bank accounts authorized by the resolution currently on file.

**IF YOU HAVE ANY QUESTIONS OR COMMENTS CONCERNING THESE
PROCEDURES OR YOUR ACCOUNT PLEASE CALL:
(404) 656-2168 or 1-800-222-6748**