



JAMES L. McINTIRE
State Treasurer

State of Washington
Office of the Treasurer
Local Government Investment Pool

November 1, 2016

TO: LGIP Participants

FROM: Kari Sample
LGIP Administrator

SUBJECT: ACH Contributions and Withdrawals

The LGIP has implemented ACH electronic transfers as an added option for making contribution and withdrawals. There will still be the one transaction per day rule but now you have the option to Wire or ACH the funds. All participants interested in signing up for the ACH transactions must fill out the LGIP ACH Authorization form (see attached). Steps for making ACH Contributions and Withdrawals are listed below. Participants must notify the LGIP by 2:00 pm the business day before the transaction will be effective. Notification is either by calling the LGIP 1-800-331-3284 line or logging into the SAW TM\$ system online. Participants must initiate all contributions to the LGIP with their bank. The amount of the contribution deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds. All other funds in to participant's account will be available for withdrawal. The LGIP administrator will initiate all withdrawals ACH electronic transfers according to the transfer request and ACH Authorization form.

We hope this new implementation will be an added benefit to participants. If you have questions about the new ACH transactions process, please give me a call:

LGIP Contact Information:

Kari Sample
LGIP Administrator
1-800-331-3284 Phone
Kari.sample@tre.wa.gov

LOCAL GOVERNMENT INVESTMENT POOL

STEPS FOR DEPOSITING FUNDS BY ACH

1. Call the Local Government Investment Pool (800-331-3284) OR log on to TM\$ at least one business day prior to deposit.
2. To ensure next day credit, a pool participant must notify the office of the state treasurer of any deposit no later than 2 p.m. on the banking day before the deposit is made.
3. All deposits will be made by ACH to an account designated by the state treasurer. It is the responsibility of each pool participant to pay any bank charges associated with such ACH transaction.
4. Failure to ACH funds by a pool participant (after notification to the state treasurer of an intended transfer) will result in a bank overdraft in the state treasurer's bank account. Bank penalties for overdrafts will be assessed to those pool participants responsible for the overdraft.
5. For LGIP ACH account information, please call 1-800-331-3284.

STEPS FOR WITHDRAWING FUNDS BY ACH

1. Call the Local Government Investment Pool (800-331-3284) OR log on to TM\$ at least one business day prior to withdrawing funds.
2. A pool participant, in order to withdraw funds from the pool, must notify the office of the state treasurer of any withdrawal no later than 2 p.m. on the banking day before the withdrawal is requested.
3. Each local government entity participating in the pool shall file with the state treasurer a letter designating for ACH transaction the financial institution at which funds withdrawn from the pool shall be deposited. This letter shall contain the name of the financial institution, location of the financial institution, account number to which funds will be deposited and account name. This letter shall be signed by local officials authorized to receive and disburse funds, as described in WAC 210-01-030. Disbursements from the pool will be by ACH transmission.
4. Failure of the state treasurer to ACH funds to a pool participant (after proper notification to the state treasurer to disburse funds to a pool participant) may result in a bank overdraft in the pool participant's bank account. The state treasurer will reimburse pool participants for such bank overdraft penalties charged to the pool participant's bank account.
5. The LGIP will transfer the funds to the bank account specified on the ACH Authorization Form. For your protection, funds may only be ACH to this designated account.

LOCAL GOVERNMENT INVESTMENT POOL ACH AUTHORIZATION FORM

Entity Name	Contact Person
Address	Title
City	Telephone Number
State Zip	E-mail Address

I hereby authorize the WA Local Government Investment Pool (LGIP) to initiate credit entries to our () checking, () savings, () general ledger (select one) account indicated below at the depository financial institution named below and to credit the same to such account. LGIP is authorized to reverse the full amount of any credit made in error. If a reversal action is required, LGIP will notify the receiver of the error and reason for reversal. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Depository Name
Transit Routing Number
Account Number

This authorization is to remain in full force and effect until LGIP has received written notification from us of its termination in such time and in such manner as to afford LGIP and the depository financial institution a reasonable opportunity to act on it.

Authorization (Print)	Title (Print)
Authorization Signature on Account	Date

OFFICE OF THE STATE TREASURER
LOCAL GOVERNMENT INVESTMENT POOL
PO BOX 40200
OLYMPIA, WA 98504-0200
FAX: (360) 902-9044

Date Received: ____ / ____ / ____
Fund Number: _____
(for LGIP use only)

State of Washington)
County of _____) ss.

Signed or attested before me by _____.
Dated this ____ day of _____, 20__.

Signature of Notary

SEAL OR STAMP

Typed or printed name of Notary
Notary Public in and for the State of Wash.
My appointment expires: _____