

# Wyoming CLASS



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**Registration Packet**



## Welcome to Wyoming CLASS

Thank you for choosing Wyoming CLASS!

We believe you have made a sound financial decision in choosing Wyoming Cooperative Liquid Assets Securities System (Wyoming CLASS). We look forward to being your trusted partner to your organization its investment management goals and are excited to connect with you to make your investment process a positive, easy experience.

This packet contains all the materials necessary to set up your Wyoming CLASS account(s). If you have any questions about the registration process or about your Wyoming CLASS account(s), please do not hesitate to contact us. The Wyoming CLASS Client Service team can be reached any business day from 7:30 a.m. to 4:00 p.m. MT by phone at (866) 987-4445 or by email at [clientservices@wyomingclass.com](mailto:clientservices@wyomingclass.com).

## Registration Procedures

**To join Wyoming CLASS, please complete the following:**

- 1) Read the Wyoming CLASS Indenture of Trust (located in the Document Center at [www.wyomingclass.com](http://www.wyomingclass.com)).
- 2) Pass the resolution authorizing participation in Wyoming CLASS (page 3).
- 3) Complete the Entity Registration (page 5).
- 4) Complete the Authorized Contacts Form (pages 6/7).
- 5) Complete the Accounts to be Established Form (page 8); you may open as many accounts as you wish.
- 6) Keep the original forms for your records and send the completed packet to the Wyoming CLASS Client Service team by fax (866) 987-4446 or by email [clientservices@wyomingclass.com](mailto:clientservices@wyomingclass.com)

**Questions? Please contact us; we would love to hear from you:**

Wyoming CLASS Client Service Team

T (866) 987-4445

[clientservices@wyomingclass.com](mailto:clientservices@wyomingclass.com)

Through the Wyoming CLASS website, [www.wyomingclass.com](http://www.wyomingclass.com), Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the Wyoming CLASS program.

## Resolution Authorizing Participation in the Wyoming CLASS

A resolution authorizing \_\_\_\_\_ to join with other political subdivisions of the state of Wyoming as a Participant ("Participant") in the Wyoming Cooperative Liquid Assets Securities System "Wyoming CLASS" (the "Trust") to pool funds for investment.

WHEREAS, W.S. 9-4-831 authorizes political subdivisions of the state of Wyoming as defined therein under W.S. 9-4-831(a) ("Political Subdivisions") to invest in eligible securities as defined in W.S. 9-4-831 ("Legal Investments"); and

WHEREAS, W.S. 9-4-831(a)(viii) authorizes Political Subdivisions to invest jointly with other investors in a commingled fund of Legal Investments; and

WHEREAS, the Trust is a statutory trust formed under the laws of the state of Wyoming in accordance with W.S. 17-23-114 and it is the intent and purpose of the Trust to provide for the investment in only those Legal Investments for Political Subdivisions in accordance with W.S. 9-4-831; and

WHEREAS, U.S. Bank National Association is custodian for the Trust ("Custodian") and all eligible securities of the Trust are held through the Custodian; and

WHEREAS, it is in the interest of the Participants to permit their respective cash balances to be invested in the Trust; and

WHEREAS, \_\_\_\_\_, a Political Subdivision, desires to become a Participant in the Trust.

NOW, THEREFORE, it is hereby RESOLVED by the Governing Body of this Political Subdivision as follows:

1. \_\_\_\_\_ hereby approves, adopts, and thereby joins as a Participant with other Political Subdivisions pursuant to the Wyoming CLASS Indenture of Trust dated May 29, 2020, as amended from time-to-time, the terms of which are incorporated herein by this reference and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted; and
2. The Custodian, acting as a depository, is hereby designated as a depository for the funds of this Political Subdivision which shall be invested in the Trust on behalf of its general fund and all other accounts, and the Key Contact is directed and authorized to execute any and all depository forms and resolutions of said Custodian, and that said resolutions are adopted as reflected thereon. The application of U.S. Bank

National Association to become a depository is hereby accepted.

3. The Key Contact and Authorized Signatories are those persons listed on the Trust Registration Form attached hereto and incorporated herein. The Authorized Signatories are authorized by the Participant to direct the investment of such Participants' investment funds and to take all such actions deemed necessary or desirable to carry out the activities otherwise authorized by this Resolution, subject to the Authorized Signatories' obligation to take such actions only in the name of and for the benefit of this Participant.
4. The Key Contact and Authorized Signatories may be changed from time-to-time by written notice to Wyoming CLASS.

The undersigned hereby certifies that \_\_\_\_\_ has enacted this Resolution, or another form of Resolution, a copy of which is enclosed, and that such Resolution is a true and correct copy of the original which is in my possession.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



### Fund Registration

**Entity Information**

Entity Name (Participant) \_\_\_\_\_

Entity Type:            City/Town                            County                            School District                            Special District  
                                 Other (Specify) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Physical Address (if different than above) \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Tax ID \_\_\_\_\_ Fiscal Year End Date (Month/Day) \_\_\_\_\_

Wyoming CLASS is hereby authorized to honor any telephoned, faxed, or electronic request believed to be authentic for withdrawal of funds from the pool. The withdrawal proceeds can be sent only to the bank(s) indicated below unless changed by written instructions. Each local government is responsible for notifying the pool of any changes to its account.

Wires will be distributed every hour with the final distribution ending at 1:00 p.m. MT; distribution times are subject to change as needed by the Wyoming CLASS Administrator.

**Banking Information**

Bank Name \_\_\_\_\_ Bank Routing Number (ABA) \_\_\_\_\_

Account Title \_\_\_\_\_ Account Number \_\_\_\_\_

Bank Contact \_\_\_\_\_ Contact's Phone Number \_\_\_\_\_

Wire                            ACH                            Both

**Additional Banking Information (Optional)**

Bank Name \_\_\_\_\_ Bank Routing Number (ABA) \_\_\_\_\_

Account Title \_\_\_\_\_ Account Number \_\_\_\_\_

Bank Contact \_\_\_\_\_ Contact's Phone Number \_\_\_\_\_

Wire                            ACH                            Both

## Authorized Contacts

### Key Contact and Authorized Signer

\_\_\_\_\_  
Print First and Last Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature Required

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax

### Email Notifications (notice of report availability in the online portal)

Monthly Statements

Transaction Confirmations

### Additional Contact (Optional)

\_\_\_\_\_  
Print First and Last Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
**\*(Signature Required if Authorized Signer)**

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax

### Permissions (check one only)

Authorized Signer to Move Funds\*

Read-Only Access

### Email Notifications (notice of report availability in the online portal)

Monthly Statements

Transaction Confirmations

### Additional Contact (Optional)

\_\_\_\_\_  
Print First and Last Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
**\*(Signature Required if Authorized Signer)**

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax

### Permissions (check one only)

Authorized Signer to Move Funds\*

Read-Only Access

### Email Notifications (notice of report availability in the online portal)

Monthly Statements

Transaction Confirmations



### Authorized Contacts (cont.)

#### Additional Contact (Optional)

Print First and Last Name

Title

**\*(Signature Required if Authorized Signer)\***

Phone

Email

Fax

**Permissions** (check one only)

- Authorized Signer to Move Funds\*
- Read-Only Access

**Email Notifications** (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

#### Additional Contact (Optional)

Print First and Last Name

Title

**\*(Signature Required if Authorized Signer)\***

Phone

Email

Fax

**Permissions** (check one only)

- Authorized Signer to Move Funds\*
- Read-Only Access

**Email Notifications** (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

#### Additional Contact (Optional)

Print First and Last Name

Title

**\*(Signature Required if Authorized Signer)\***

Phone

Email

Fax

**Permissions** (check one only)

- Authorized Signer to Move Funds\*
- Read-Only Access

**Email Notifications** (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations



**Accounts to be Established**

Entity Name: \_\_\_\_\_

Desired Subaccount Name(s)\*:

(To be completed by Participant)

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\*Name must be limited to 40 characters

Once your Wyoming CLASS account has been established, you will receive a confirmation email with your login credentials from [no-reply@wyomingclass.com](mailto:no-reply@wyomingclass.com). If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the Wyoming CLASS Client Service team.