

C.S. McKee Collective Investment Trust Account Set-up Documentation

The following documents are required to be completed by the investing Plan Sponsor prior to funding any account. Accounts will be established by Union Bank N.A., the trustee to the C.S. McKee Collective Investment Trusts.

Required Documents:

Participation Agreement

This document establishes that the Plan is a Qualified Retirement Plan and eligible to invest in the collective trust and establishes the Plan as a Custodial client of Union Bank N.A. It also captures information on the trading conduit for the plan, i.e. trading platform. This form should be signed by the Plan Sponsor.

Account Profile Form

This document captures account specific information such as Primary contact at the Plan, Investment Manager (if any), tax status of the client (in the case of collective trust clients this pre-filled as Non-taxable, Employee Benefit), source of funding and prior custodian. Sections 7-9 are not applicable to retirement accounts.

Customer Information Profile Custody Services

This document is required as part of Union Bank's "Know Your Client" due diligence obligations under the Patriot Act. Complete for Non-Individuals. Under "Source of Funds to Establish" and "Source of Funds for Ongoing Funding", please check off the Contributions box. Under Receipts and Disbursements the source should be Other: NSCC.

IRS Form W-9

This is simply a request for the Taxpayer Identification Number and Certification.

List of Authorized Signers with Specimen Signatures

This document establishes approved individuals with authority so sign for the Plan Sponsor. This should be printed on Plan Sponsor's letterhead.

Also required:

A copy of the Plan Document with highlighted language showing that the plan may invest in collective investment trusts

IRS Determinations Letter (if available)

Give the client a copy of the Plan of Pooled Funds Offering Circular (similar to a prospectus)