



Investor Registration Instructions
Connecticut State Treasurer's Short-Term Investment Fund

1. **STIF Account#** is the account number assigned to your account for STIF transactions. For opening of new account(s) or for changes to your existing account(s) and bank information, please use the Investor Registration EXHIBIT B form and check the appropriate box at the top of that form.
 2. **Date** is the date on which the form is completed.
 3. **Organization Name** is the name of your governmental unit (e.g., town/ city name or state agency name).
 4. **STIF Account Name** is the name that the investor wants assigned to the account. This name may reflect the purpose for which funds are being invested (e.g., General Fund).
 5. **Address** is the mailing address where the investor wants STIF correspondence directed. Please include street or post office box number, city and zip code.
 6. **Phone Number** is the telephone number at which an authorized person can be reached regarding STIF transactions.
 7. **FAX Number** is the FAX number at which an authorized person can be reached regarding STIF transactions.
 8. **Contact Person Phone and Email** to receive STIF correspondence, reports, and statements.
 9. **Individuals authorized to conduct STIF transactions** - print/type name, original signature, email/phone and official title. There must be at least 2 names listed. **Deleted Individuals** will be automatically restricted from on-line access.
 - 10-12. **Routing Transit/ABA #** is the nine-digit routing number of the bank named in the previous row.
Bank Account Number is the number of your account at the bank named in the first row. (Please note the account number is different for **WIRE** and **ACH** transactions). **Bank Address** is the bank's physical address. **Investor Bank Name** is the bank to which withdrawals/purchases will be made to/from STIF. Please select appropriate box for ACH/WIRE and if you are adding/deleting a bank.
- Important information about ACH:** 1). Not all banks participate in ACH, if your financial institution does not participate, you will not be eligible for this service. 2). You will not be able to utilize the ACH services for ten business days after application. 4). Wire instructions and ACH instructions may or may not differ. It is important to ask your financial institution if there are different instructions. 5). We will send a pre-notification to your financial institution to test the ACH instructions. If there is an error in the instructions, we will notify you by email or phone.
13. **Interest Instructions** - Indicate whether you want the interest distributed in the form of a check, automatically reinvested to your STIF account or wired into another STIF account.
 14. **Authorized Officer** is the individual who is authorized to conduct STIF transactions. Please provide an original signature. Two authorized individuals are required for bank information changes.

Please attach additional pages if necessary.

Contact **STIF Administration at (860) 702-3118** or email STIFAdministration@ct.gov if you have any questions.