



## Welcome to FLCLASS

We believe you have made a sound financial decision in choosing Florida Cooperative Liquid Assets Securities System (FLCLASS). We look forward to being your trusted provider and are excited to connect with you to make your investment process a positive, easy experience.

FLCLASS is a short-term, highly liquid investment program, designed specifically for public-sector funds. It provides the opportunity to invest funds on a cooperative basis in short-term investments which are carefully selected to provide maximum safety and liquidity while generating a competitive yield.

This packet contains all of the materials necessary to set up your FLCLASS account(s). If you have any questions about the registration process or about your FLCLASS account(s) please do not hesitate to contact us. The FLCLASS Client Service team can be reached by phone toll-free at 844-220-7600 or by email at [clientservices@flclass.com](mailto:clientservices@flclass.com). The FLCLASS Team can be reached any business day, 8:30am to 5pm Eastern Time.

Thank you for choosing FLCLASS!

Sincerely,

The FLCLASS Board of Trustees



## Registration Procedures

**To participate in FLCLASS, please complete the following:**

1. Review the Interlocal Agreement (you may access a copy from the Document page on [www.flclass.com](http://www.flclass.com))
2. Complete and sign Model Resolution Document authorizing participation in FLCLASS
3. Complete the Entity Registration
4. Complete the Authorized Contacts Form
5. Complete the Account to be Established form; you may open as many accounts as you wish

Keep the original forms for your records and send the completed packet to the FLCLASS Client Service Team by fax 844-220-7900 or by email [clientservices@flclass.com](mailto:clientservices@flclass.com).

**If you have any questions, please contact us; we would love to hear from you:**

FLCLASS Client Service Team  
Phone 844-220-7600  
[clientservices@flclass.com](mailto:clientservices@flclass.com)



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## **MODEL RESOLUTION TO PARTICIPATE**

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE \_\_\_\_\_ [GOVERNING BODY] OF THE \_\_\_\_\_ [UNIT OF LOCAL GOVERNMENT] APPROVING THE ENTRANCE INTO AN INTERLOCAL AGREEMENT WITH OTHER GOVERNMENTAL PARTICIPANTS FOR THE PURPOSE OF EXERCISING INVESTMENT POWER JOINTLY TO INVEST FUNDS IN CONCERT WITH OTHER PARTICIPANTS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the \_\_\_\_\_ [Unit of Local Government] is permitted and has the power pursuant to the provisions of the Florida Statutes, including but not limited to Section 218.415 of the Florida Statutes, and its own local laws to invest certain of its funds in statutorily permitted investments, including but not limited to any intergovernmental investment pool authorized pursuant to Section 163.01, Florida Statutes, as amended (the "**Florida Interlocal Cooperation Act**"); and

**WHEREAS**, Sec. 163.01, Fla. Stat., authorizes a political subdivision, agency, or officer of the State of Florida, including but not limited to state government, county, city, school district, single and multipurpose special district, single and multi-purpose public authority, metropolitan or consolidated government, a separate legal entity or administrative entity created under subsection (7) of Section 163.01, Fla. Stat., or an independently elected county officer (each of the foregoing a "Local Government Entity" or "Entity"), to exercise jointly with any other Entity any power, privilege, or authority which such Entities share in common and which each might exercise separately;

**WHEREAS**, the Florida Interlocal Cooperation Act authorizes the \_\_\_\_\_ [Unit of Local Government], together with other local governmental entities, to exercise jointly any power, privilege or authority which the local governmental entities share in common and which each might exercise separately pursuant to a written interlocal agreement; and

**WHEREAS**, Palm Beach County, Pinellas County, and Orange County Tax Collector, as initial Participants (as such term is defined in the Interlocal Agreement described below), entered into that certain Interlocal Agreement, a copy of which is attached hereto as Exhibit A (the "**Interlocal Agreement**"), the purpose of which is to provide the \_\_\_\_\_ [Unit of Local Government] and each Participant which has executed or otherwise joined the Interlocal Agreement, a substantial benefit by establishing the intergovernmental investment pool to be known as the Florida Cooperative Liquid Assets Securities System ("**FLCLASS**"), which is an intergovernmental investment pool as described in Section 218.415, Florida Statutes, as amended, in order to exercise such investment power jointly and invest such funds in concert with the other Participants pursuant to the Interlocal Agreement as authorized by the Florida Interlocal Cooperation Act in order to take advantage of economies of scale and perform governmental functions more efficiently; and

**WHEREAS**, the \_\_\_\_\_ [Unit of Local Government] desires to join the Interlocal Agreement as a Participant, in order to exercise investment power jointly and invest funds in concert with the other Participants pursuant to the Interlocal Agreement in order to take advantage of economies of scale and perform governmental functions more efficiently; and



**WHEREAS**, the policy of the Interlocal Agreement shall be to place the highest priority on the safety of principal and liquidity of funds, and the optimization of investment returns shall be secondary to the requirements for safety and liquidity;

**NOW, THEREFORE, BE IT RESOLVED** by the \_\_\_\_\_ **[Governing Body]** of the \_\_\_\_\_ **[Unit of Local Government]** as follows:

**SECTION 1.** The Interlocal Agreement executed or otherwise joined by the Participants thereto, a copy of which is attached to this Resolution as Exhibit A and incorporated herein by reference.

**SECTION 2.** Pursuant to Section 2.4 of the Interlocal Agreement, the \_\_\_\_\_ **[Unit of Local Government]** hereby joins the Interlocal Agreement as a Participant and agrees to be bound by all of the terms and provisions thereof. The \_\_\_\_\_ **[Unit of Local Government]** further agrees to file an executed copy of this Resolution with the Clerk of Court of \_\_\_\_\_ County, Florida.

**SECTION 3.** This Resolution shall take effect immediately upon its filing with the Clerk of Court of \_\_\_\_\_ County, Florida.

**PASSED AND ADOPTED IN PUBLIC SESSION** of the \_\_\_\_\_ of the \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

By: \_\_\_\_\_

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

Its: \_\_\_\_\_

Attest:

\_\_\_\_\_

\_\_\_\_\_, [Assistant] Secretary



## Trust Registration

### Entity Information

Local Government Name (Participant) \_\_\_\_\_

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

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

County \_\_\_\_\_ Tax ID \_\_\_\_\_ Fiscal Year (Month/Day) \_\_\_\_\_

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

FLCLASS is hereby authorized to honor any telephone, faxed or electronic request, believed to be authentic, for withdrawal of funds. 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 FLCLASS of any changes to its account.

### Banking Information

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

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

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

### Banking Information

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

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

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



## Authorized Contacts

### Key Contact

Mr. Ms. \_\_\_\_\_  
Print First and Last Name

\_\_\_\_\_ Title

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

\_\_\_\_\_ Phone

\_\_\_\_\_ Email

\_\_\_\_\_ Fax

#### Permissions (must check one)

Authorized Signer to Move Funds\*  
Read Only Access

#### Email Notifications

Monthly Statements  
Transaction Confirmations

#### Online Account

Online User Access

### Additional Contacts

Mr. Ms. \_\_\_\_\_  
Print First and Last Name

\_\_\_\_\_ Title

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

\_\_\_\_\_ Phone

\_\_\_\_\_ Email

\_\_\_\_\_ Fax

#### Permissions (must check one)

Authorized Signer to Move Funds\*  
Read Only Access

#### Email Notifications

Monthly Statements  
Transaction Confirmations

#### Online Account

Online User Access

Mr. Ms. \_\_\_\_\_  
Print First and Last Name

\_\_\_\_\_ Title

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

\_\_\_\_\_ Phone

\_\_\_\_\_ Email

\_\_\_\_\_ Fax

#### Permissions (must check one)

Authorized Signer to Move Funds\*  
Read Only Access

#### Email Notifications

Monthly Statements  
Transaction Confirmations

#### Online Account

Online User Access



## Accounts to be Established

Name of Public Entity: \_\_\_\_\_

Desired FLCLASS Subaccount Name\*:  
(To be completed by Participant)

FLCLASS Account Number  
(To be assigned by FLCLASS)

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\*Name must be limited to 30 characters.