



# Participant New Account Checklist

To help expedite the new account set-up for TexPool and/or TexPool Prime, this checklist was created to assist you in completing the new participant enrollment with TexPool.

## ■ TexPool Investment Pools Participation Agreement

- Provide the 9 digit Federal Tax Payer Identification Number on Page 4, Section 6.02.
- Signatures obtained by Governing Body on Page 5.
- Certificate of Incumbency completed (signature from an active Board Officer, City Secretary, or County Clerk) on Page 5.
- Ensure all signatures are dated on Page 5.
  - If DocuSign signature is included (*optional*) confirm Certificate of Completion is also provided.

## ■ Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives

- Provide the Primary Authorized Representative's name on Page 2.
- Signatures obtained by Governing Body on Page 3
- Ensure authorizing signature is dated on Page 3.
  - If DocuSign signature is included (*optional*) confirm Certificate of Completion is also provided.

## ■ Bank Information Sheet for each account to be opened.

- Select the correct box for TexPool and/or TexPool Prime
  - If DocuSign signature is included (*optional*) confirm Certificate of Completion is also provided.

## ■ Investment Policy (full copy)

## ■ Resolution or minutes – most recent within the past 12 calendar months

**Note: For Nonprofit Corporations/Regional Planning Committees Only:** Please provide articles of incorporation, a resolution authorizing formation, corporate minutes, a memorandum of understanding, or other evidence that the nonprofit corporation/regional planning committee is acting on behalf of a local government or voluntary association of local governments.

## Send above documents to TexPool Participant Services:

Fax: 1-866-839-3291 OR

Email: [texpool@dstsystems.com](mailto:texpool@dstsystems.com)