



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.

■ 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.

■ Bank Information Sheet for each account to be opened.

- Select the correct box for TexPool and/or TexPool Prime.

■ Investment Policy (full copy)

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

Send above documents to TexPool Participant Services:

Fax: 1-866-839-3291 OR

Email: texpool@dstsystems.com