

## Welcome to Oklahoma CLASS

Thank you for choosing Oklahoma CLASS!

This packet contains all the materials necessary to set up your Oklahoma CLASS account(s). If you have any questions about the registration process or about your Oklahoma CLASS account(s), please do not hesitate to contact us. The Oklahoma CLASS Client Service team can be reached any business day from 8:00 a.m. to 5:00 p.m. CT by phone at (833) 201-0102 or by email at [clientservices@oklahomaclass.com](mailto:clientservices@oklahomaclass.com).

Public Trust Advisors, LLC, a registered investment advisor with the U.S. Securities and Exchange Commission, provides investment advisory services to the Fund. PMA Securities, LLC, an affiliate of Public Trust Advisors, is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of FINRA and SIPC and provides marketing, and securities and other institutional brokerage services. Oklahoma CLASS is not a bank. An investment in Oklahoma CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although Oklahoma CLASS seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please read the applicable Oklahoma CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

## Registration Procedures

**To participate in Oklahoma CLASS, please complete the following:**

- Read the Participation Agreement (accessible on [www.oklahomaclass.com](http://www.oklahomaclass.com)).
- Have your governing body approve a resolution authorizing participation in Oklahoma CLASS. A sample resolution is provided as Appendix A hereto. Please contact Laura Glenn ([laura.glenn@oklahomaclass.com](mailto:laura.glenn@oklahomaclass.com)) for assistance in filling out the resolution.
- Complete the Oklahoma CLASS Registration (page 3).
- Complete the Authorized Contacts Form (page 4/5). Oklahoma CLASS recommends having multiple authorized signers to help prevent fraud.
- Complete the Accounts to be Established Form; you may open as many accounts as you wish (page 6).
- Should you be interested in having dual authorization on all transactions please review and complete the Dual Authorization Form (page 7).
- Keep the original forms for your records and send the completed packet to the Oklahoma CLASS Client Service team by fax (833) 201-0101 or email [clientservices@oklahomaclass.com](mailto:clientservices@oklahomaclass.com).

**Questions? Please contact us; we would love to hear from you.**

Oklahoma CLASS Client Service Team  
T (833) 201-0102  
[clientservices@oklahomaclass.com](mailto:clientservices@oklahomaclass.com)

Through the Oklahoma CLASS website, [www.oklahomaclass.com](http://www.oklahomaclass.com), Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Director meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the Oklahoma CLASS program.



# Oklahoma CLASS Registration

**Entity Information**

Entity Name (Participant) \_\_\_\_\_

Entity Type:           City                                      County                                      Town

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

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

Physical Address (if different than above) \_\_\_\_\_

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

Tax ID \_\_\_\_\_ Fiscal Year-End Date (Month/Day) \_\_\_\_\_

Oklahoma CLASS and its transfer agent and administrator are authorized by the Participant to act on any instructions believed to be genuine for any service authorized on this form. To the extent permitted by law, the Participant agrees that Oklahoma CLASS, its transfer agent, and administrator, Public Trust Advisors LLC, and their respective officers, directors, affiliates, representatives, employees and agents (each an "Indemnified Party") will not be liable for any losses, claims, expenses and liabilities (collectively, the "Losses") that result from accepting such instructions, and agrees to indemnify and hold harmless each Indemnified Party from and against any and all Losses arising from or resulting from such reliance on, or acceptance of, such instructions. Withdrawal proceeds can be sent only to the bank(s) indicated below unless otherwise amended in the Oklahoma CLASS Online Transaction Portal. Each Participant is responsible for notifying Oklahoma CLASS of any changes to its account(s).

Wires will be distributed every hour with the final distribution ending at 12:00 p.m. CT; distribution times are subject to change as needed by the Oklahoma CLASS Administrator. Additionally, Oklahoma CLASS must be notified of any contributions by 12:00 p.m. CT to receive same day credit. **If funds are not received by 4:00 p.m. CT, contribution orders will be voided.**

**Banking Information**

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

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

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

Wire                                      ACH                                      Both

**Additional Banking Information (Optional)**

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

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

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

Wire                                      ACH                                      Both

\*If there will only be one Authorized Signer on the Oklahoma CLASS account, bank contact must be provided to verify bank account information.

## Authorized Contacts<sup>1</sup>

Authorized Signers Can:	Read-Only Users Can
Approve changes to the Investor Profile	Receive account updates
Update banking/contact information	Request "view-only" access to monthly statements and transaction confirmations
Process transactions	View banking/contact information
Receive account updates	

### Key Contact<sup>2</sup> and Authorized Signer

\_\_\_\_\_

Print First and Last Name

\_\_\_\_\_

Title

\_\_\_\_\_

**Signature Required**

\_\_\_\_\_

Phone (Required)<sup>3</sup> Extension

\_\_\_\_\_

Email (Required)

\_\_\_\_\_

Mobile<sup>3</sup>

### Additional Contact (Optional) Note – Oklahoma CLASS strongly advises each participant to have multiple authorized signers to help prevent fraud

\_\_\_\_\_

Print First and Last Name

\_\_\_\_\_

Title

\_\_\_\_\_

**(Signature Required if Authorized Signer)**

\_\_\_\_\_

Phone (Required)<sup>3</sup> Extension

\_\_\_\_\_

Email (Required)

\_\_\_\_\_

Mobile<sup>3</sup>

#### Permissions (check only one)

- Authorized Signer to Move Funds
- Read-Only Access

<sup>1</sup> All contacts listed on an account will receive email notifications when transaction confirmation documents and monthly statements are available for download in the online portal.

<sup>2</sup> The key contact on an account is the main point of contact for an entity. They receive voting credentials for Board of Directors elections and all other important communications.

<sup>3</sup> A phone number that you can be reached at directly is required to receive the multi-factor authentication code via phone call. Mobile numbers can receive the code via phone call or text.

## Authorized Contacts (cont.)<sup>1</sup>

### Additional Contact (Optional)

Print First and Last Name

Title

**(Signature Required if Authorized Signer)**

Phone (Required)<sup>2</sup>

Extension

Email (Required)

Mobile<sup>2</sup>

#### Permissions (check only one)

Authorized Signer to Move Funds

Read-Only Access

### Additional Contact (Optional)

Print First and Last Name

Title

**(Signature Required if Authorized Signer)**

Phone (Required)<sup>2</sup>

Extension

Email (Required)

Mobile<sup>2</sup>

#### Permissions (check only one)

Authorized Signer to Move Funds

Read-Only Access

### Additional Contact (Optional)

Print First and Last Name

Title

**(Signature Required if Authorized Signer)**

Phone (Required)<sup>2</sup>

Extension

Email (Required)

Mobile<sup>2</sup>

#### Permissions (check only one)

Authorized Signer to Move Funds

Read-Only Access

<sup>1</sup> All contacts listed on an account will receive email notifications when transaction confirmation documents and monthly statements are available for download in the online portal.

<sup>2</sup> A phone number that you can be reached at directly is required to receive the multi-factor authentication code via phone call. Mobile numbers can receive the code via phone call or text.

## Oklahoma CLASS Accounts to be Established

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

Desired Subaccount Name(s)\* i.e. General Fund, etc.:  
(To be completed by Participant, **at least one Subaccount is required**)

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\*Name must be limited to 35 characters

Once your Oklahoma CLASS account has been established, you will receive a confirmation email with your login credentials from [no-reply@oklahomaaclass.com](mailto:no-reply@oklahomaaclass.com). If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the Oklahoma CLASS Client Service team.

## Dual Authorization Form (Optional)

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

Please utilize this form to request dual authorization capabilities on your Oklahoma CLASS account. Dual authorization ensures that any transaction entered via the Oklahoma CLASS online transaction portal requires approval from a second Authorized Signer in order to be processed (internal transfers between subaccounts do not require dual authorization). **Note:** All Authorized Signers listed on the account can enter transactions and approve them (not just the users below).

### Request to Add Dual Authorization

Dual authorization is hereby approved for \_\_\_\_\_ by the Authorized Signer below. By approving dual authorization, the Authorized Signer acknowledges that transactions not approved by the 12:00 p.m. CT cutoff will not be processed. Please ensure transactions are entered in a timely manner and that other authorized signers are available to approve the transactions for processing.

\_\_\_\_\_  
Authorized Signer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## APPENDIX A

PURSUANT TO THE LEGAL NOTICE AS IS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT INCLUDING THE POSTING OF NOTICE AND AGENDA AS IS REQUIRED BY THE TERMS THEREOF, THE [CITY COUNCIL/BOARD OF COUNTY COMMISSIONERS] OF THE [CITY/COUNTY] OF [\_\_\_\_], STATE OF OKLAHOMA MET IN [REGULAR/SPECIAL] MEETING AT [\_\_\_\_], ON THE [\_\_]TH DAY OF [\_\_\_\_, \_\_], AT [\_\_:\_\_] [A/P.]M.

[COMMISSIONERS/COUNCILMEMBERS] PRESENT:

[COMMISSIONERS/COUNCILMEMBERS] ABSENT:

(Other Proceedings)

Thereupon, a resolution was introduced and read in full by the [Mayor/Chair]. [Councilmember/Commissioner] [\_\_\_\_] moved passage of the resolution, and [Councilmember/Commissioner] [\_\_\_\_] seconded the motion. The motion, carrying with it the approval of said resolution, was approved by the following vote:

AYE:

NAY:

**A RESOLUTION OF THE [CITY COUNCIL/BOARD OF COUNTY COMMISSIONERS] OF THE [CITY/COUNTY] OF [\_\_\_\_], STATE OF OKLAHOMA, APPROVING THE ENTRANCE INTO THE INTERLOCAL AGREEMENT ESTABLISHING THE OKLAHOMA COOPERATIVE LIQUID ASSETS SECURITY SYSTEM ('OKLAHOMA CLASS') 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 [CITY COUNCIL/BOARD OF COUNTY COMMISSIONERS] OF THE [CITY/COUNTY] OF [\_\_\_\_], Oklahoma (the "[City/County]") is permitted and has the power pursuant to the provisions of the Oklahoma Interlocal Cooperation Act, Title 74 Oklahoma Statutes Section 1001 *et seq.* to enter into interlocal agreements to exercise jointly with any other governmental entities any power, privilege, or authority which such governmental entities share in common and which each might exercise separately; pursuant to a written interlocal agreement; and

**WHEREAS**, interlocal agreements may be created so that units of local government may invest certain of their funds in statutorily permitted investments including but not limited to any intergovernmental investment pool authorized pursuant to Title 62 Oklahoma Statutes Section 348.1(A)(6); and

**WHEREAS**, the [City/County], from time to time, has funds on hand in excess of current needs; and

**WHEREAS**, it is in the best interests of the [CITY/COUNTY] and its residents to invest funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

**WHEREAS**, the [City/County] desires to enter as a Participant (as such term is defined in the Interlocal Agreement) into the Interlocal Agreement establishing Oklahoma CLASS, a copy of which is attached hereto as Exhibit "A" (the "Interlocal Agreement") in order to exercise investment power jointly and in concert with the other Participants pursuant to the Interlocal Agreement as authorized by the Oklahoma Interlocal Cooperation Act in order to take advantage of economies of scale and perform governmental functions more efficiently; and



Resolution of the [City Council/Board of  
County Commissioners] of [City/County], Oklahoma  
Authorizing Participation in  
Oklahoma CLASS, Pg: 2

**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 [CITY COUNCIL/BOARD OF COUNTY COMMISSIONERS] OF THE [CITY/COUNTY] OF [\_\_\_\_\_] , STATE OF OKLAHOMA, AS FOLLOWS:**

**SECTION 1.** The [City/County] hereby joins the Interlocal Agreement as a Participant and agrees to be bound by all the terms and provisions thereof.

**SECTION 2.** The [Mayor/Chair] is hereby authorized to execute the Interlocal Agreement, the Instrument of Adoption, and such other documents, certifications, representations, or agreements as may be necessary or convenient to affect the foregoing.

**SECTION 3.** The [Treasurer/Chief Financial Officer] of the [City/County] is hereby directed to make such amendments as may be necessary to the [City/County]'s written investment policies to permit the investment of [City/County] fund, at the [Treasurer/Chief Financial Officer]'s discretion, in Oklahoma CLASS as authorized pursuant to Title 62 Oklahoma Statutes Section 348.1(A)(6).

**SECTION 4.** [\_\_\_\_\_] is hereby designated as the "Key Contact" (as defined in the Policies and Procedures of the Participants) and vested with the power to transfer funds for investment to Oklahoma CLASS, to withdraw funds from Oklahoma CLASS from time to time, to issue letters or other indications of instructions, and to take all other actions necessary to carry out the investment of [City/County] funds in Oklahoma CLASS.

**SECTION 5.** The [CITY/COUNTY] approves the establishment of an account or accounts in its name in Oklahoma CLASS for the purpose of transmitting funds for investment, subject to the Investment Policies established by Oklahoma Class, and the [CITY/COUNTY] acknowledges that it has received a current copy of said investment policies.

**SECTION 6.** Notices from Oklahoma CLASS related to the [CITY/COUNTY]'s accounts and investments shall be provided to [\_\_\_\_\_].

**SECTION 7.** This Resolution and the authorizations contained herein shall continue in full force and effect until amended or revoked by the [CITY/COUNTY] until amended or revoked by subsequent action by the [CITY COUNCIL/BOARD OF COUNTY COMMISSIONERS] and until Oklahoma CLASS receives a copy of such amendment or revocation Oklahoma CLASS is entitled to rely upon the same.

THIS RESOLUTION PASSED AND APPROVED THIS [\_\_\_]TH DAY OF [\_\_\_\_\_, \_\_\_\_], AT [\_\_:\_\_] [A/P.]M.

[CITY/COUNTY], OKLAHOMA

Resolution of the [City Council/Board of  
County Commissioners] of [City/County], Oklahoma  
Authorizing Participation in  
Oklahoma CLASS, Pg: 3

ACTING BY AND THROUGH ITS  
[CITY COUNCIL/BOARD OF COUNTY COMMISSIONERS]

\_\_\_\_\_  
[MAYOR/CHAIRMAN],  
[CITY COUNCIL/BOARD OF COUNTY COMMISSIONERS],  
[CITY/COUNTY,] OKLAHOMA

\_\_\_\_\_  
[CITY/COUNTY] CLERK OF [CITY/COUNTY], OKLAHOMA

(SEAL)

APPROVED AS TO FORM AND LEGALITY: \_\_\_\_\_

[Municipal Counselor/District Attorney]

SAMPLE

STATE OF OKLAHOMA             )  
  )SS  
COUNTY OF [COUNTY]             )

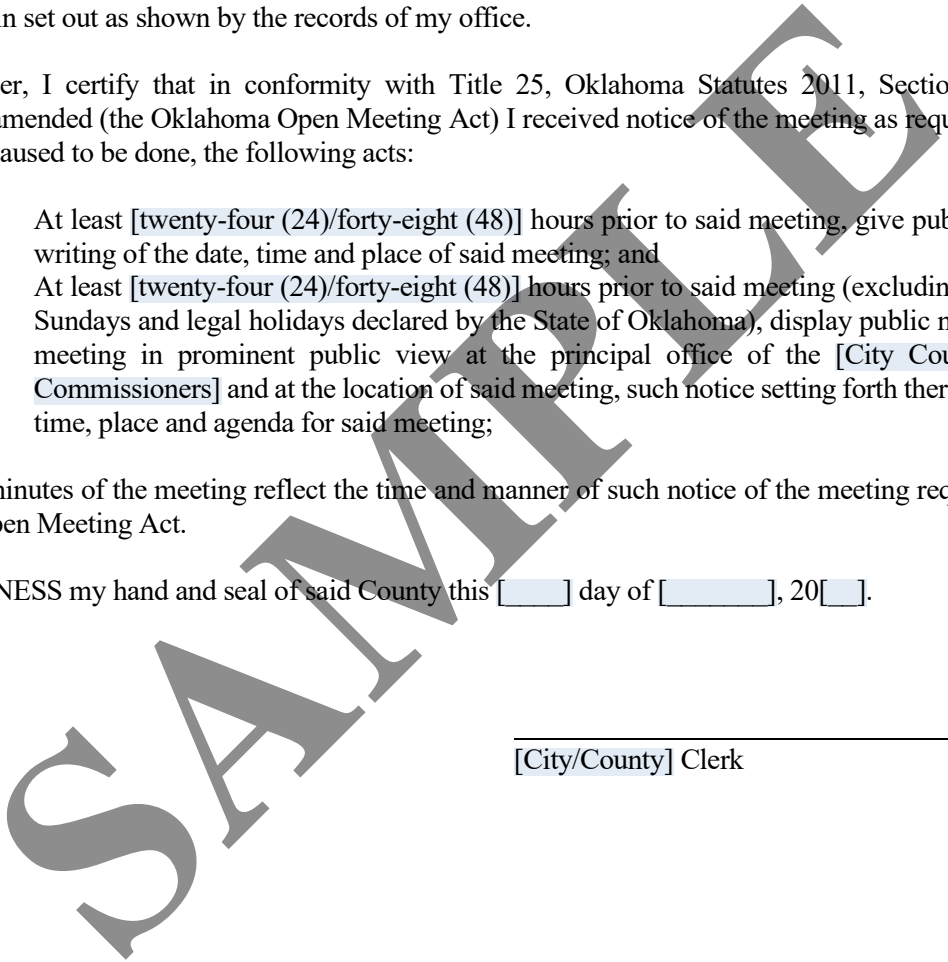
I, the undersigned, the duly qualified and acting [City/County] Clerk of the [City/County] of [\_\_\_\_], State of Oklahoma, hereby certify that the above and foregoing is a true, correct and complete copy of the Resolution duly adopted by said [City Council/Board of County Commissioners] and of the proceedings of said [City Council/Board of County Commissioners] in the adoption of said Resolution, on the date therein set out as shown by the records of my office.

Further, I certify that in conformity with Title 25, Oklahoma Statutes 2011, Sections 301-314, inclusive, as amended (the Oklahoma Open Meeting Act) I received notice of the meeting as required by law, and I did, or caused to be done, the following acts:

1.     At least [twenty-four (24)/forty-eight (48)] hours prior to said meeting, give public notice in writing of the date, time and place of said meeting; and
2.     At least [twenty-four (24)/forty-eight (48)] hours prior to said meeting (excluding Saturdays, Sundays and legal holidays declared by the State of Oklahoma), display public notice of said meeting in prominent public view at the principal office of the [City Council/County Commissioners] and at the location of said meeting, such notice setting forth thereon the date, time, place and agenda for said meeting;

and that the minutes of the meeting reflect the time and manner of such notice of the meeting required by the Oklahoma Open Meeting Act.

WITNESS my hand and seal of said County this [\_\_\_\_] day of [\_\_\_\_], 20[\_\_\_\_].



\_\_\_\_\_  
[City/County] Clerk

(SEAL)

Resolution of the [City Council/Board of  
County Commissioners] of [City/County], Oklahoma  
Authorizing Participation in  
Oklahoma CLASS, Pg: 5

Instrument of Adoption  
of that certain  
Interlocal Agreement for the  
Oklahoma Cooperative Liquid Assets Securities System (OKCLASS)

This Instrument of Adoption (this Instrument) is executed as of the [ ] day of [ ], 20[ ], by and on behalf of [CITY/COUNTY] County, Oklahoma. Reference is made to that certain Interlocal Agreement for the Oklahoma Cooperative Liquid Assets Securities System, dated as of January 15, 2024, made by and among certain Initial Participants (as defined therein) and such additional Participants who may have heretofore and may hereafter join therein and as may have been and may be modified or amended as provided therein (the Interlocal Agreement). Capitalized terms not defined in this Instrument shall have the meanings given in the Interlocal Agreement.

By executing this Instrument, the undersigned represents and warrants that (a) the undersigned is a unit of local government as defined in the Interlocal Agreement; (b) the person executing this Instrument on behalf of the undersigned is an officer of the unit of local government authorized to execute this Instrument; (c) the undersigned has taken all required action to qualify as a Participant under the Interlocal Agreement; and (d) the undersigned is authorized to invest in OKCLASS pursuant to Title 62 Oklahoma Statutes Section 348.1(A)(6) with or without an adopted a written investment policy.

By executing this Instrument, the undersigned agrees that it will be bound by all terms and conditions of the Interlocal Agreement, as amended from time-to-time.

IN WITNESS WHEREOF, the undersigned has executed this Instrument as of the day first above written.

[CITY/COUNTY], OKLAHOMA  
ACTING BY AND THROUGH ITS  
[CITY COUNCIL/BOARD OF COUNTY COMMISSIONERS]

\_\_\_\_\_  
[MAYOR/CHAIRMAN],  
[CITY COUNCIL/BOARD OF COUNTY COMMISSIONERS],  
[CITY/COUNTY], OKLAHOMA

\_\_\_\_\_  
[CITY/COUNTY] CLERK OF [CITY/COUNTY], OKLAHOMA

(SEAL)