

# Collective Investment Trusts Purchase / Subscription Trade Request Form



## Subscription Information:

Registered Account Name: \_\_\_\_\_  
SEI Account Number: \_\_\_\_\_ Account Tax ID Number: \_\_\_\_\_  
Fund Number: \_\_\_\_\_ Fund Name: \_\_\_\_\_  
Subscription Dollar Amount: \_\_\_\_\_  
Trade Date: \_\_\_\_\_

## Authorized Trader\*:

Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

## Wire Instructions:

Bank Name: Wells Fargo Bank, NA  
Bank Address: San Francisco, CA  
ABA #: 121000248  
Account #: 2100012901341  
Account Name: Wire concentration account for  
the exclusive benefit of customers  
Reference: Client SEI Account #

## Contact Information:

Please submit the completed purchase request to  
**SEI Institutional Transfer Agency**  
**Fax:** 610-271-2007  
**Email:** [MutualFaxTradesITA@seic.com](mailto:MutualFaxTradesITA@seic.com)  
**Phone Number for Inquiries:** 1-800-858-7233

## Important Information:

Upon filling out this request, please fax or e-mail the completed/executed form to the listed contact information above.

- All transactions must be communicated to the SEI Institutional Transfer Agency by an authorized trader. The SEI Institutional Transfer Agency can accept a trade instruction up to **30 calendar** days in advance of the trade date. Any trade received more than 30 calendar days in advance will be returned. A representative from the SEI Institutional Transfer Agency will confirm receipt of your trade. Unless specifically agreed to by the Trustee, no withdrawal notice may be canceled within three business days before the applicable Withdrawal Date.
- Trades settle on a Trade Date + 1 Business Day (T+1) schedule. Cash will need to be wired on settlement date (T+1). A purchase order received prior to the close of regular trading on the New York Stock Exchange (normally 4:00pm Eastern Time), will be effected at that day's NAV. A purchase order received after the close of regular trading on the NYSE becomes effective on the next business day.

\*The Authorized Trader above certifies that he/she is authorized by the Plan to submit trade orders on its behalf in connection with the Account identified above.