



## PRIT FUND REDEMPTION FORM

The PRIT Fund Redemption form is required to redeem funds from all PRIT Fund portfolios, including the cash portfolio. Funds are only available for redemption on the first business day of the month, unless a maintenance balance has been established for the cash portfolio. If it has been, that amount is available for redemption at any point during the month. Please note that the maintenance balance amount can only be set on the morning of the first business day of the month, therefore a completed Automatic Redemption and Maintenance Balance Change Form would need to be received by PRIM Client Service at least one (1) business day prior to the first business day of the month for which it is being established.

There is no limit to the amount of your investment portfolio balance that can be redeemed on first business day. However, in the case of a significant request or full liquidation, only 70% of the portfolio's last audited net asset value can be wired out on that day. The remaining true-up amount will be sent later in the month once the prior month's accounting is final.

On the PRIT Fund Redemption form, please fill in the amount of the redemption, the date that the wire should be sent, and the portfolio that the funds should be redeemed from. Please note that any redemptions taking place on any day other than the first business day of the month will be taken from the PRIT Fund Portfolio: "Cash Account" and should be listed accordingly. Finally, please have the form signed and dated by an authorized signor, as listed under "Authorized Representatives" on your PRIT Fund Letter of Incumbency. The completed redemption form needs to be forwarded via e-mail to PRIM Client Service at [clientservice@mapension.com](mailto:clientservice@mapension.com) at least one business day prior to the requested redemption date.

The requested redemption amount will be sent to the authorized wire instructions on file unless supplemental wire instructions are listed on the signed redemption form. Please note, all supplemental wire instructions require verbal confirmation by someone other than the authorized signor listed on the redemption form. If you need to permanently change your wire instructions on file, a PRIT Fund Wire Instruction Authorization Form should be completed and forwarded to PRIM Client Service.

Please note that redemption wires are typically sent by our custodian bank between 9:00 am and 12:30pm on the requested redemption date. If you require the funds to be in your bank account before 12:30pm, it may be beneficial to request the wire transfer for the business day prior. The PRIT Fund cash portfolio receives a short-term cash rate of return.



PENSION RESERVES  
INVESTMENT  
MANAGEMENT BOARD

PRIT FUND REDEMPTION FORM

To: PRIM Board Client Service  
Fax: (617) 946-8472  
E-mail: clientservice@mapension.com

From: Jane Smith  
Phone: (555) 555-5555  
E-mail: Retirement@ABCRetirement.com

This form serves as authorization (see authorized signature below) for the MA Pension Reserves Investment Management Board to redeem the following amount on the date and from the portfolio listed below.

System/Entity Name: ABC Retirement Board

Redemption Amount:

Redemption Date:

PRIT Fund Portfolio: \_\_\_\_\_

**SAMPLE**

Please transfer the above redemption amount to our bank using the wire instructions on file, unless supplemental wire instructions are listed below. If supplemental wire instructions are included on this form, those instructions are to be used for this redemption only and PRIM will revert back to using our primary wire instructions on file on all subsequent wires.

**Supplemental Wire Instructions - THIS TRANSACTION ONLY:**

Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
Routing / ABA #: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Account / DDA #: \_\_\_\_\_  
Reference: \_\_\_\_\_

Signed,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Please complete this form and e-mail to clientservice@mapension.com at least (1) business day prior to the transfer date.