



PRIT FUND EXCHANGE FORM

The PRIT Fund Exchange form is required for the transfer of funds between PRIT Fund portfolios. The structure of the PRIT Fund only allows movement into and out of the investment portfolios on the first business day of each month; therefore, all exchanges must take place on that day.

There is no established limit to the amount of your investment portfolio balance that can be exchanged on first business day. However, in the case of a significant or full exchange, only 70% of the portfolio's last audited net asset value will be moved on that day. The remaining true-up amount will be moved later in the month once the prior month's accounting is final, using the same first business day trade date.

On the PRIT Fund Exchange form, please fill in the amount of the exchange, the first business day date that the exchange should take place on, the portfolio that the funds should be redeemed from, and the portfolio that the funds should be invested in. 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 exchange form needs to be forwarded via e-mail to PRIM Client Service at clientservice@mapension.com prior to first business day.



**PENSION RESERVES
INVESTMENT
MANAGEMENT BOARD**

PRIT FUND EXCHANGE 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 exchange the following amounts on the date and between the portfolios listed below.

System/Entity Name: ABC Retirement Board

Exchange Amount: _____

Exchange Date: _____

FROM PRIT Fund Portfolio: _____

TO PRIT Fund Portfolio: _____

SAMPLE

Signed,

Authorized Signature

Date

Funds may only be exchanged between portfolio accounts on the first business day of each month. Please complete this form and e-mail to clientservice@mapension.com at least (1) business day prior to this date.