



Trust Transaction Form

Secure upload: www.myMidAmerica.com/file-upload/employers/
Select **Employer File Upload**, then **Contributions & Trust Transactions**

Please complete the form in its entirety. Sections B or C may not apply to your current request—check the appropriate boxes within those sections if not submitting a contribution or requesting a distribution at this time. For fastest processing, submit and request funding via ACH or Wire. **Important Note on Internal Fund Transfers:** *This form is not required when using your Trust Account to fund individual participant accounts in another plan administered by MidAmerica. Simply upload your data requirements file for the plan and select **Trust Internal Transfer** as the funding option under **Secondary: Existing Funds**.*

Section A Employer Information

Employer Tax ID

Contact First Name Contact Last Name Email Address

Mailing Address City State Zip Telephone

Section B Trust Contribution Details

Not submitting a contribution? Check this box and leave Section B blank: NO CONTRIBUTION WILL BE SUBMITTED AT THIS TIME.

Employer Name \$ Total Trust Deposit

\$ OPEB Portion of Deposit \$ Non-OPEB Portion of Deposit

Retiree health care (medical, dental, vision, long-term care) and life insurance benefits *Retiree stipend and other cash payments not included in state pension.*

Contribution Method (Select One) ACH WIRE CHECK

Section C Distribution Election Details

Not requesting a distribution? Check this box and leave Section C blank: NO DISTRIBUTION REQUESTED AT THIS TIME.

I hereby make the following election (elect one of the options below and complete all blank fields within that option).

OPEB \$ **Non-OPEB** \$

OPEB Portion of Distribution *Retiree health care (medical, dental, vision, long-term care) and life insurance benefits*

Non-OPEB Portion of Distribution *Retiree stipend and other cash payments not included in state pension.*

Distribution Method (Select One) ACH WIRE CHECK

For ACH/WIRE, please complete all fields below. If requesting check, complete Name of Payee and Payee Address only.

Payment Details:

Name of Payee (check only) Payee Address (check only)

Name of Bank Bank Address

Bank Account Number ABA Routing Number

If you select Wire/ACH as your distribution method, you **must** provide the requested banking details within Section C. For your protection, we verify that your banking details match what has already been provided every time we process a request. For Wire transactions, please establish your wire details at least 15 days prior to your request (see page 2 for more details). Your transaction could be delayed if we are missing or cannot verify your banking details.

Section D Authorization

I hereby certify that the contribution and/or distribution details provided above are accurate. If I have elected to take a Trust distribution, I certify that the requested distribution is for eligible expenses pursuant to the Trust agreement between MidAmerica Administrative & Retirement Solutions and the Employer named on this form.

Signature Title ----- Signature Date (mm/dd/yyyy)

Trust Administrative Procedures



Plan Sponsor Portal

Our Plan Sponsor portal, located at www.myMidAmerica.com, can be accessed at any time to view transactions and reports—including quarterly and annual Trust statements. If you do not have a secure login, please contact your Account Representative. If you do not have your Account Representative's information, please call (863) 688-4500 for assistance.

Submitting Transaction Requests

● **Upload your Trust Transaction Form through the Employer Upload Site**

1. Go to www.myMidAmerica.com
2. Select **Upload File** from the top right-hand corner, then select For **Employers/Partners**
3. From the Employer Upload Site landing page, select **Contributions & Trust Transactions**
4. Complete the series of identifying questions. **If only requesting a distribution**, within the **Primary: New Funds** section, do the following: select **None** from the **Funds Transfer Method** dropdown menu, enter **today's date** in the **Funds Transfer Date** field and **\$0.00** in the **Amount** field.
5. Upload the completed Trust Transaction form using the blue upload button located below the comments section.

Note: If requesting funds via wire, please set up your banking details and authorized contacts at least 15 days prior to your transaction request by completing our Trust Wire Authorization Form. Download the form by selecting **Forms** from www.myMidAmerica.com.

Funding

● **Use ACH or Wire when possible**

While paper check is still an option, the quickest and most secure way to submit and receive funding is via ACH or wire. Funds submitted or requested in this manner will be given priority when processing. Please note if you submit contribution funding via paper check, a 3-day check hold could be applied to ensure the check clears before posting funds to the account.

● **Include your Plan ID with your Trust contributions.**

In addition to your AUL Policy Number*, be sure to put your Plan ID and the word **Trust** in either your wire/ACH notes or the memo of the check.

● **MidAmerica Account Details**

- **ACH Routing Number:** 063100277
- **WIRE Routing Number:** 026009593
- **Account Number:** 005561906347
- **Title on Account:** AUL Health Benefit Trust/MidAmerica Administrative & Retirement Solutions, LLC
- **Bank name:** Bank of America, N.A.
- **Bank Branch:** Lakeland, FL
- **Bank Phone Number:** (863) 616-5318
- **Reference:** (Employer Name) AUL Policy Number*

Make hardcopy checks payable to: AUL Health Benefit Trust

To send hardcopy checks, mail to:

MidAmerica Administrative & Retirement Solutions
Attn: Contributions Processing
PO Box 149
Lakeland, FL 33802-0149

For overnight or express deliveries:

MidAmerica Administrative & Retirement Solutions
2855 Interstate Drive, Suite 115
Lakeland, FL 33805

Timing Snapshot

● **Wire Transfers / Same-day processing occurs if the following is completed:**

- **Trust Wire Authorization Form has been completed and submitted 15 days prior to the request.**
This allows us to quickly verify your Wire details and authorized contacts upon receiving your Trust Transaction Form. Download the **Trust Wire Authorization Form** by selecting **Forms** from www.myMidAmerica.com.
- **Trust Contribution and Trust Distribution requests are submitted at the same time using the Trust Transaction Form.**
Same-day processing is not available for stand-alone contribution or distribution requests.
- **Funds submitted via wire are received by 10:00 a.m. ET the day your Trust Transaction Form is submitted.**
To ensure we can process the contribution and distribution within the same day it's requested, contribution funds must be received by 10 a.m. ET.

Please note if the above items have not been completed, we cannot guarantee same day processing.

● **ACH Transactions / Same-day processing is not available. Funds will be processed and posted within 3–5 business days.**

● **Trust Distribution Requests / Distribution requests are processed within 3–5 business days of receipt.**

● **Funds will be posted according to the date they are received and processed. Backdating is not available.**

To ensure your funds are posted within the time you need, please submit appropriately according to the timeframes outlined above. MidAmerica will not backdate any transactions on the account.

*The AUL Policy Number can be found on your New Business Agreement.