

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 U.S. BENCOR/MidAmerica. Simply upload your data requirements file for the plan and select Trust Internal Transfer as the funding option under Secondary: Existing Funds.

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Title

Signature

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
 - Go to www.myMidAmerica.com
 - Select Upload File from the top right-hand corner, then select For Employers/Partners
 - From the Employer Upload Site landing page, select Contributions & Trust Transactions
 - 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

We encourage you to submit funding through ACH or wire, as it is the most efficient and secure method. Funds submitted or requested in this manner will be given priority when processing and will not be subjected to a 3-day check hold. The wire or ACH must include the Plan ID followed by plan type. If you do not have your Plan ID, please contact your Account Representative or log into the Sponsor Portal. The Plan ID will be listed on the Dashboard under Plan Selection.

Include your Plan ID with your Trust contributions. Be sure to put your Plan ID and the word *Trust* in either your wire/ACH notes or the memo of the check.

U.S. BENCOR/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: [PLAN ID]: TRUST

Make hard copy checks payable to: AUL Health Benefit Trust and enter your Plan ID in the memo section.

To send hard copy checks, mail to:

U.S. BENCOR/MidAmerica

Attn: Contributions Processing

PO Box 149

Lakeland, FL 33802-0149

For overnight or express deliveries:

U.S. BENCOR/MidAmerica

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. The form must be uploaded to U.S. BENCOR/MidAmerica at least one business day prior to receiving the funds.
 - 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. FT.

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. U.S. BENCOR/MidAmerica will not backdate any transactions on the account.