

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







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
 - 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

3003 S. Florida Avenue, Suite 202

Lakeland, FL 33803

Transaction Timeline

- Same-day Wire Contribution with Distribution processing occurs only under the following conditions:
 - Contribution is deposited in the U.S. BENCOR/MidAmerica account by 10:00 a.m. Eastern time.
 - Trust Transaction Form with Contribution and Distribution details uploaded at least 1 day prior to receipt of the wire contribution deposit.
 - Distribution amount is the same as or less than the contribution amount.
 - Distribution method is Wire (not ACH) and the bank account details have been previously authorized via the Trust Wire Authorization Form. This form is available under the Trust section of the resources page located here: myMidAmerica.com/employer-upload-site-resources/
- All other Contributions will be posted within 3-5 business days after receipt of the funding and the Trust Transaction Form (both must be received).
- Distribution requests will be processed within 3–5 business days after receipt of the Trust Transaction Form.

Trust Statements & Audit Requests

- Statements are produced and posted to the Sponsor Portal approximately 10 business days after the close of each quarter and plan year.
- Trust Plan audit requests made by the plan sponsor or by an independent auditor must be mailed to the following address. Please allow 2-3 weeks for processing.

U.S. BENCOR/MidAmerica

Attn: Plan Administration - Trust Audit

PO Box 24927

Lakeland, FL 33802-4927