

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**.*

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
 Retiree health care (medical, dental, vision, long-term care) and life insurance benefits

Non-OPEB Portion of Deposit
 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 U.S. BENCOR/MidAmerica and the Employer named on this form.

Signature Title 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**
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**

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:

Health Benefit and Retirement Accounts T

PO Box 7411060

Chicago, IL 60674-1060

For overnight or express deliveries:

Bank of America Lockbox Services

Health Benefit and Retirement Accounts T - Lockbox 11060

540 W. Madison Street, 4th Floor

Chicago, IL 60661

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