



Northern Trust

Treasury Passport New Service

Date:

4/1/10

The Treasury Passport New Service Form is intended for the setup of new Treasury Passport Services. Treasury Passport provides the Company with various modules to display and initiate transactions. The Treasury Passport Module details are listed below:

- Information Reporting Module - The Information Reporting module allows the Company to display account information over the Internet. Previous or same day data can be reported to the Company in various reporting options.
- Disbursement Module - The Disbursement Module allows the Company to inquire on a check, initiate photocopy requests, perform register initiation, and to place stop payments for a single item or a range.
- Investment Module - The Investment Module provides the Company access to direct investment services. The module allows the Company to make purchases, redemptions, and exchanges in addition to initiating inquiries of Northern Institutional Money Market Funds.
- Lockbox Module - The Lockbox Module allows the Company to receive reports on their Lockbox(es) and retrieve images on-line.
- Money Movement Module - The Money Movement Module allows the Company to perform domestic and international wire transfers, drawdown requests, and initiate ACH transactions.

SECTION I: GENERAL COMPANY INFORMATION

Parent Company Name

The Lynde and Harry Bradley Foundation, Inc.

Company Name

1241 N. Franklin Place

Street Address

Milwaukee

City

WI

State

53202

Zip Code

➤ Account Status - Select the best option that represents this request:



New Account



Existing Account

➤ Provide the Treasury Passport Charge Account:

11126

SECTION II: AUTHORIZATION

Approval of this form is required by an Authorized Signer as indicated on the Client Profile Form. If a current Client Profile Form is not on file, Company may be requested to submit an updated form.

The Company wishes to use the service and make the changes specified in this form. This authorization will remain in force until revoked by the Company in writing. All services are subject to the applicable terms and conditions.

Cynthia K. Friauf

Type or Print Name

Gyrene R. Gray

Authorized Signer Signature

4/1/10

Date



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SECTION III: SECURITY ADMINISTRATOR PROFILE

The Security Administrator for Treasury Passport Services will act on behalf of the Company to perform the following functions:

1. Receive all security information from the Bank, ensuring its distribution to the proper individuals at the company.
2. Receive all user instruction materials, Secure ID's, correspondence referencing Treasury Passport Service updates and legal documentation.

➤ **Two Security Administrators are required per Company ID.**

1. Cynthia K. Friauf
Type or Print Name

414-291-9915
Telephone Number

Cynthia K. Friauf
Signature

cfriauf@bradleyfdn.org
E-mail Address

2. Mandy L. Hess
Type or Print Name

414-291-9915
Telephone Number

Mandy L. Hess
Signature

mhess@bradleyfdn.org
E-mail Address

3. _____
Type or Print Name

Telephone Number

Signature

E-mail Address

➤ **Administrator Profile Name**

An Administrator profile defines the applications and accounts to be setup. Security Administrators with same access are assigned as members to the same profile. If multiple Security Administrators will be utilizing different profiles, please complete a separate form per Security Administrator.

Provide Administrator Profile Name (30 characters maximum). The Administrator Profile Name is a name provided by the Company that assists the Company to differentiate between multiple profiles. The Company may select verbiage that corresponds to a department, business or Company name. This information is required to perform the setup. Please provide information below:

Administrator Profile Name: _____

➤ **Select the level option that best represents the Security Administrator's profile for this request.**

- ☐ Security Administrator Access Only: Functional access to assign user privileges only
- ☒ Security Administrator Access and Application Access: Assign user privileges and perform transactions



SECTION IV: SECURITY ADMINISTRATOR ACCESS & SERVICE LEVELS

Select the following access and services that best represent this request.

☐ **Information Reporting Module**

- Do you require Secondary Admin Approval for the Information Reporting Service? ☐ yes ☐ no
- Select the Information Reporting Level that best represents this request listed below:
 - ☐ Information Reporting - Level I
(Same-Day, Previous Day Balance Position & Special Reports)
 - ☐ Information Reporting - Level II
(Daily Statement)
 - ☐ Information Reporting - Level III
(Product Category & Data Category Reports)

☐ **Electronic Statements**

Security Administrators will automatically be granted access to Electronic Statements.

- Do you require Secondary Admin Approval for the Service? ☐ yes ☐ no

☐ **Disbursement Module - The Disbursement Module includes: Check Inquiry, Image/Photo, Registers and Stop Payment.**

- ☐ **Check Inquiry**
 - Do you require Secondary Admin Approval for the Check Inquiry Service? ☐ yes ☐ no
- ☐ **Image/Photo**
 - Do you require Secondary Admin Approval for the Image/Photo Service? ☐ yes ☐ no
- ☐ **Registers**
 - Do you require Secondary Admin Approval for the Register Service? ☐ yes ☐ no
- ☐ **Stop Payment**
 - Do you require Secondary Admin Approval for the Stop Payment Service? ☐ yes ☐ no

☐ **Positive Pay Module**

- Do you require Secondary Admin Approval for the Positive Pay Service? ☐ yes ☐ no

☐ **Investments Module - Automatic secondary approval defaults are placed on this option.**

Select the Investment Reporting Option that best represents this request listed below:

- ☐ Inquiry
- ☐ Purchase
- ☐ Redeem
- ☐ Exchange

☐ **Lockbox Services**

- Do you require Secondary Admin Approval for the Lockbox Reporting Service? ☐ yes ☐ no
- Select the Lockbox Reporting Level that best represents this request listed below:
 - ☐ Lockbox - Level I
(Deposit Report & Image Search)
 - ☐ Lockbox - Level II
(Same as Level 1 and Remitter Maintenance
Transaction Report, Browse and Query)
 - ☐ Lockbox Unbankables

☒ **ACH Money Movement Module - Automatic secondary approval defaults are placed on this option.**

- Select the ACH Reporting Option that best represents this request listed below:

- ☐ ACH Origination (Outbound)
- ☒ ACH Debit Authorization (Inbound)



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SECTION IV: SECURITY ADMINISTRATOR ACCESS & SERVICE LEVELS (CONTINUED)

☐ **Wire Transfer- Money Movement Module** - Automatic secondary defaults are in place on this option.

➤ **Wire Transmission Setup** - Select the best option that represents this request:

☐ Yes

☐ No

➤ Provide the following information for the Wire Transfer Service:

\$

Non-Repetitive Wire Transaction Limit

\$

Repetitive Wire Transaction Limit (Not required for Wire Transmission)

\$

Book Transfer Transaction Limit (Not required for Wire Transmission)

\$

Wire Daily Approval Limit (Repetitive & Non-Repetitive Wire Transactions)



Secure ID Card

For money movement & investment services only, please list Security Administrator(s) and User(s) who require Secure ID for money movement access. (Treasury Passport security includes the use of 128-bit encryption to protect data content during transfer between Northern Trust and the client, as well as secondary authentication of users for money movement services.) **Please Note: The Northern Trust Company will disable any Secure ID inactive for 90 days following initial creation or 180 days following last use.**

Cynthia K. Friaut
Type or Print Name

Mandy L. Ness
Type or Print Name

Judith L. Peters
Type or Print Name

Type or Print Name

Type or Print Name

Type or Print Name

Type or Print Name

Type or Print Name

Type or Print Name

SECTION V: ACCOUNT SPECIFICATIONS

➤ Add the appropriate account(s) information in the sections below that best represent this request.

List the **Banking Account Number**, **Account Title** and **Wire Transaction Limit** in the spaces provided below:

Banking Account Number

Account Title

Wire Transaction Limit

List the **Trust Account Number** and **Account Title** (for Information Reporting only) in the spaces provided below:

Trust Account Number

Account Title



Northern Trust

SECTION V: ACCOUNT SPECIFICATIONS (CONTINUED)

List the **Trust Account Number**, **Account Title** and **Wire Transaction Limit** (for *Information Reporting and Money Movement*) in the spaces provided below:

<u>Trust Account Number</u>	<u>Account Title</u>	<u>Wire Transaction Limit</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the **Investment Account Number** and **Account Title** (for *Northern Institutional Fund Clients only*) in the spaces provided below:

<u>Investment Account Number</u>	<u>Account Title</u>
_____	_____
_____	_____
_____	_____

List the **External Redemption Account Number** and **Transit Routing Number** (for *Northern Institutional Funds clients only*) in the spaces provided below:

<u>External Redemption Account Number</u>	<u>Transit Routing Number for External Redemption Account</u>
_____	_____
_____	_____
_____	_____

For Bank Use Only

Contact Name: _____
Date: _____ Time: _____ Ext. _____ Initials: _____