



**Northern Trust**

## Treasury Passport Maintenance

Date: 4/8/10

The Treasury Passport Maintenance Form is intended to instruct the Bank on changes to the existing setup of 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
- Select the best option that represents this request: ☒ Add ☐ Change ☐ Delete
- Provide the Treasury Passport Organization ID: K09758
- 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. Friant

Type or Print Name

Cynthia K. Friant

Authorized Signer Signature

4/8/10

Date



**Northern Trust**

**SECTION III: ADD/DELETE SECURITY ADMINISTRATOR AND ACCOUNT MAINTENANCE**

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.

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. This information is required to perform the setup. Please provide information below:

Existing Administrator Profile Name: \_\_\_\_\_

**Security Administrator Profile Maintenance**

- ☐ **Add Security Administrator(s) to the above listed Administrator Profile:**

1.	_____	_____
	Type or Print Name	Signature
	_____	_____
	Telephone Number	E-mail Address
2.	_____	_____
	Type or Print Name	Signature
	_____	_____
	Telephone Number	E-mail Address
3.	_____	_____
	Type or Print Name	Signature
	_____	_____
	Telephone Number	E-mail Address

- ☐ **Delete Security Administrator(s) from the above listed Administrator Profile:**

\_\_\_\_\_

Type or Print Name

\_\_\_\_\_

Type or Print Name

\_\_\_\_\_

Type or Print Name

- ☐ **Convert users to Security Administrators:** (Note: Do not delete the user. The user should not be a member of any profile. Please remove all profile access from user.)

\_\_\_\_\_

Type or Print Name

\_\_\_\_\_

Type or Print Name

\_\_\_\_\_

Type or Print Name



## SECTION III: ADD/DELETE SECURITY ADMINISTRATOR AND ACCOUNT MAINTENANCE (CONTINUED)

### Secure ID Maintenance

➤ ☐ Add New Secure ID for New Security Administrator(s)/User(s):

*For money movement & investment services only, please print 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.*

1. \_\_\_\_\_  
Type or Print Name
2. \_\_\_\_\_  
Type or Print Name
3. \_\_\_\_\_  
Type or Print Name

➤ ☐ Delete Secure ID for Existing Security Administrator(s)/User(s):

1. \_\_\_\_\_  
Type or Print Name
2. \_\_\_\_\_  
Type or Print Name
3. \_\_\_\_\_  
Type or Print Name

### Account Maintenance

➤ ☒ Add Account(s) to the above listed Administrator Profile:

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

<u>Banking Account Number</u>	<u>Account Title</u>	<u>Wire Transaction Limit</u>
11126		

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

<u>Trust Account Number</u>	<u>Account Title</u>

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>



## SECTION III: ADD/DELETE SECURITY ADMINISTRATOR AND ACCOUNT MAINTENANCE (CONTINUED)

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>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

- If ACH Origination (Outbound) is set up for the existing Administrator Profile, do you require ACH Origination (Outbound) for the new Banking/Trust Account(s)? ☐ Yes ☐ No If yes, provide the following information:

Company Name (Point Name on Pep+):

Company ID (Point ID on Pep+):

Return Item Account:

Contact Name:

Contact Name Telephone Number:

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Return Item Street Address

City State Zip Code

**Note:** The Company Name and Company ID can be found on Treasury Passport. Logon to Treasury Passport and the information can be found under "ACH Outbound", "Template Groups", and "Company".

- If ACH Debit Authorization (Inbound) is setup for the existing Administrator Profile, do you require ACH Debit Authorization (Inbound) for the new Banking Account(s)? ☐ Yes ☐ No If yes, please complete the ACH Service Form.
- Delete Account(s) from the mentioned Administrator Profile:

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Banking Account Number(s)

---

Trust Account Number (s)

---

Investment Account Number(s)

---

External Redemption Account Number(s)



**SECTION III: ADD/DELETE SECURITY ADMINISTRATOR AND ACCOUNT MAINTENANCE (CONTINUED)**

➤ **Delete Account(s) from the following Module(s):**

Banking Account Number(s) \_\_\_\_\_

Trust Account Number (s) \_\_\_\_\_

Investment Account Number(s) \_\_\_\_\_

External Redemption Account Number(s) \_\_\_\_\_

☐

**Information Reporting Module**

☒

**Electronic Statements**

☒

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

☐

**Positive Pay Module**

☐

**Investments Module**

☐

**Lockbox Services**

☐

**ACH Money Movement Module**

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

☐ ACH Origination (Outbound)

☐ ACH Debit Authorization (Inbound)

☐

**Wire Transfer Transmission**

☐

**Wire Transfer- Money Movement Module**

➤ ☐ **Change Wire Limits for the Profile:**

\$ \_\_\_\_\_

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)

➤ ☐ **Delete Book Transfer from Wire Transfer Module.**

➤ ☐ **Delete Module(s) from the mentioned Administrator Profile, Provide Module Name: \_\_\_\_\_**



## SECTION IV: ADD/DELETE ADMINISTRATOR PROFILE

➤ ☐ **Add New Administrator Profile to the listed Organization ID.**

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: \_\_\_\_\_

### Security Administrators Access and Service Levels:

➤ ☐ **Select the level option that best represents the Security Administrators 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

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)

X **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



## SECTION IV: ADD/DELETE ADMINISTRATOR PROFILE (CONTINUED)

### ☐ 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)

### ☐ 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:

Wire Limits for Profile

\$

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.*

\_\_\_\_\_  
Type or Print Name

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Type or Print Name

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Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name



**Northern Trust**

**SECTION IV: ADD/DELETE ADMINISTRATOR PROFILE (CONTINUED)**

**Account Specifications:**

> ☐ Add the appropriate account(s) in the sections provided.

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

_____	_____
_____	_____
_____	_____

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

Trust Account Number

Account Title

Wire Transaction Limit

_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Investment Account Number

Account Title

_____	_____
_____	_____
_____	_____

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

External Redemption Account Number

Transit Routing Number for External Redemption Account

_____	_____
_____	_____
_____	_____

> ☐ Delete an existing Administrator Profile

Existing Administrator Profile Name: \_\_\_\_\_

**For Bank Use Only**

Contact Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Ext. \_\_\_\_\_ Initials: \_\_\_\_\_