



## REQUEST TO CHANGE INVESTMENT MIX

### LETTER OF TRANSMITTAL REVOCABLE INVESTMENT ACCOUNT

United Methodist Frontier Foundation  
Attention: Ellen Knudsen, Executive Director  
20 Soundview Avenue  
White Plains, NY 10606

Date \_\_\_\_\_

With this document the \_\_\_\_\_  
requests that the UMFF rebalance the \_\_\_\_\_ Account,  
account number \_\_\_\_\_ to the asset allocation as indicated below.

- 2   % Money Market Fund (This is a mandatory allocation of your investment)
- \_\_\_\_\_ % Balanced Income Fund
- \_\_\_\_\_ % Growth And Income Fund
- \_\_\_\_\_ % Bond Fund
- \_\_\_\_\_ % Diversified Equity Fund
- 100 % Total Fund Allocations (must equal 100%)

By this **LETTER OF TRANSMITTAL** we direct that, until we notify you otherwise, the Foundation is to (choose one):

(1) Pay net income (interest and dividends only) to us   OR    
\_\_\_\_\_ Annually \_\_\_\_\_ Semi-annually \_\_\_\_\_ Quarterly

(2) Reinvest income \_\_\_\_\_

(3) Each year pay us \_\_\_\_\_ % of the **3- or 5-year average (Please circle one)** balance of the account in  
\_\_\_\_\_ Quarterly \_\_\_\_\_ Semi-annual \_\_\_\_\_ Annual installments.

(This total return approach may be appropriate for endowments and other permanent funds, especially if they have grown substantially since their inception.)

We understand:

- that reports on this fund will be made available monthly on the Foundation website (www.UMFF.org) or mailed quarterly within thirty (30) days following the close of the applicable period.
- income checks pertaining to each account will be mailed to investors within thirty (30) days following the close of the applicable period.
- that we can make additions to this account at any time, and that monies received in the Foundation Office will be deposited immediately in a Money Market account and invested as indicated in this document the next time the fund shares are valued (normally monthly).
- that any income to be reinvested will be added to the principal on a monthly basis. We understand that any realized capital gains/losses will be added to/subtracted from the principal on a monthly basis also.
- that we must notify the Foundation in writing at least ten (10) days before the beginning of the next quarter should we decide to alter our stated plan for receiving or investing dividends, and such change will take effect at the beginning of the next quarter.
- that upon notification in writing to the Foundation, any part or all of this account may be withdrawn and will be paid within sixty (60) days of receipt of notification.
- that the Foundation's annual fees for services provided are based on the Fee Schedule which follows as Schedule "A". The Foundation reserves the right to revise the Annual Fee Schedule upon thirty (30) days advance written notice. The Foundation will not revise the Fee Schedule more than once per calendar year. The Foundation's fees, based on the then current Fee Schedule, are computed and charged monthly.

**Signed:**

(a) For the \_\_\_\_\_  
(Name of organization)

Address \_\_\_\_\_  
\_\_\_\_\_

Email address (if you wish to receive reports online) \_\_\_\_\_  
(This address is for notification purposes only; reports are NOT sent here)

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_  
(i.e. Chair, Administrative Council/Trustees/Finance Comm)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor or Chief Executive Officer

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Pastor or Chief Executive Officer)

(b) For the United Methodist Frontier Foundation:

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Executive Director/President)

Date: \_\_\_\_\_

Please remit signed copy to the Foundation. A copy of the original, signed by the UMFF Executive Director, will be returned to the church.



**Schedule A**  
**Asset Management Fee Schedule**  
**Effective Date – February 1, 2019**

Management fees are deducted monthly based on the account balance. If there is more than one account, the total of the partner’s accounts is used to calculate fees. Divide the aggregate rate by 12 months for the monthly fee amount. See examples below:

	Annual Fee Rate
Account values < \$250,000	1.25%
Account values > \$250,000 < \$1,000,000	1.00%
Account values > \$1,000,000 < \$3,500,000	0.80%
Account values > \$3,500,000	0.60%

**Investment Management Fee Examples**

**Account values < \$250,000**

Account Balance	Fee Rate	Annual Fee
\$30,000	1.25%	\$375
\$100,000	1.25%	\$1,250
\$250,000	1.25%	\$3,125

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**Account values > \$250,000 < \$1,000,000**

Example: Total Portfolio:	\$350,000		
		Fee Rate	Annual Fee
First:	\$250,000	1.25%	\$3,125
	\$100,000	1.00%	\$1,000
	Aggregate Rate:	1.179%	\$4,125

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**Account values > \$3,500,000**

Example: Total Portfolio:	\$7,000,000		
		Fee Rate	Annual Fee
First:	\$250,000	1.25%	\$3,125
	\$750,000	1.00%	\$7,500
	\$2,500,000	0.80%	\$20,000
	\$3,500,000	0.60%	\$21,000
	Aggregate Rate:	0.74%	\$51,625