



The ARPC Ministry Fund Account (MFA)

New Account Application after 8.2016 – for Churches, Presbyteries & Agencies

For funds placed under the management of ARP General Synod’s Investment Committee -- **Page 1 of 2**

Please type or print clearly. Please copy this form if needed to provide a separate form for each account you wish to open and place through the ARP Investment Committee.

Name of Church/Presbytery/Agency: _____

Street/Post Office Box: _____

City: _____ State _____ Zip _____

See page 2 for Account Deposit & withdrawal Instructions

Name of Account	Amount of initial deposit	Purpose of Account	Contact & Person(s) authorized to make transactions	
			Name1: _____	
			Physical Address (same as above) or: _____	
			Telephone: _____	Email: _____

Investment minimum to establish Aggregate Fund Accounts is \$20,000 (new policy as of May 2015)

We (governing body) have taken the “ARP Risk Questionnaire” (attached) & determined the best placement of funds is:

- Aggregate Fund Accounts \$20,000 to \$250,000 – Passive Style (also available for accounts above \$250,000)**
 Select Investment Model: ___(B)Conservative ___(C)Moderate ___(D)Moderate Aggressive ___(E)Aggressive
- Aggregate Fund Account over \$250,000 – Active Style**
 Select Investment Model. ___(B)Conservative ___(C)Moderate ___(D)Moderate Aggressive ___(E)Aggressive
- Please provide Individual Account Report access instructions & individual web portal address to the e-mail address of authorized person(s) above and these interested person(s):**

Name(s): _____

Email(s): _____

Signature(s) of Authorized/interested person(s): _____

Scan form and email to Roger Wiles, rwiles@arpsynod.org , or, fax: 864-232-8297 or, mail to:
ARP Investment Committee, ARP Center, 918 So. Pleasantburg Drive, Greenville, SC 29607

For Central Services Use	
Date request received: _____	Initials _____
Date funds received by Schwab: _____	Initials _____
Check # or Electronic ID: _____	
Date account opened: _____	Initials _____
Schwab Acct. #: _____	



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MFA Account Deposit & Withdrawal Instructions – Page 2 of 2

Process for New Ministry Fund Account Setup:

- 1) Church Treasurer fills out the MFA application
- 2) Create a meaningful Fund name and who has authority - one or two individuals like a checkbook.
(You may want to require two signatures for withdrawals on this fund)
- 3) Your Investment/Finance Committee authorizes investment of funds - good to record it in your minutes
- 4) Investment Committee chooses best fund investment option and indicates choice on application page 1
(Take Risk Questionnaire found on pages 2-4 of packet)
- 5) Church treasurer issues a paper check or, electronically transfer of funds to ARP Investment account
- 6) ARP sets-up your unique fund invested with Charles Schwab & Co.Inc.
- 7) When available, Cornerstone Management assigns a secure access to your account information on-line for your treasurer or whomever you authorize.

Funds Withdrawal: Person(s) authorized on account may direct requests for funds withdrawal to:

Roger Wiles rwiles@arpsynod.org -- Requests received by 2:00pm will be processed that business day

Wiring instructions for electronic transfer for Charles Schwab account:

Charles Schwab Electronic Funds Transfer

Citibank, NA
 111 Wall Street, New York, NY 10005
 ABA# 021000089
 FBO: Charles Schwab & Co., Inc.
 A/C# 40553953
 For Further Credit to Account # 3126-2996
 For Further Credit to: General Synod Associate Reformed Presbyterian Church AAA Clearing Account
 Charles Schwab Federal Tax ID # 94-1737782

Or, Mail physical checks to (please allow longer time for processing):

Charles Schwab Deposit Slip Make check payable to: **Charles Schwab & Co. Inc.**



Date _____
 Name on Account: **General Synod Associate Reformed Presbyterian Church AAA Clearing Account**
 Type of Account: **Corporate**
 Amount of Deposit \$ _____
 Schwab Account Number: **3126 - 2996**

Overnight Delivery:

Please complete the deposit form above and send directly to:
 Charles Schwab & Co., Inc.
 Attn: IST East Team 7
 1958 Summit Park Place #500
 Orlando, FL 32810-5931

Regular Mail:

Please complete the deposit form above and mail directly to:
 Charles Schwab & Co., Inc.
 Attn: IST East Team 7
 P. O. Box 628290
 Orlando, FL 32862