

**Draft -Addendum 1C:
Instructions for Withdrawal of Funds from Accounts
Updated: July 2019**

(1) Under normal circumstances, withdrawals can only be made at the end of a quarter (March 31, June 30, October 30 or December 31). In an unexpected emergency (eg. to replace a broken furnace) a withdrawal at another time may be made.

(2) Inform the Treasurer of the Board of Managers that you would like to make a withdrawal. Please notify the Treasurer of your request at least 2 weeks prior to the allowable withdraw dates. Include the amount for withdrawal and sub-account information in the request.

(3) The Treasurer will inform the US Bank Account Manager of the amount to be withdrawn. The funds will be sent out approximately 3 weeks after the close of the quarter in which the request was made.

(4) If you have any concerns about this process, please contact the Clerk of the Board of Managers at - neymooledfunds@neym.org and the Treasurer at – pooledfundstreasurer@neym.org.