

**Addendum 1C:
Instructions for Withdrawal of Funds from Accounts**

(1) Under normal circumstances, withdrawals can only be made at the end of a month (Jan 31, Mar 31, etc.). In an unexpected emergency (eg. to replace a broken furnace) a withdrawal at another time may be made. During initial account set-up the Pooled Funds Treasurer will provide a form detailing a letter your bank must provide to establish electronic transfers.

(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 1 week prior to the the last business day of the month. Include the amount for withdrawal, the NEYM Pooled Funds account number and a Minute detailing the request to withdraw funds.

(3) The Treasurer will inform the Investment Manager and Custodian of the amount to be withdrawn. The funds will be sent out approximately 2 business days after the close of the month 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.