

*This document provides an overall view of ACH transactions and outlines the steps required to set up ACH instructions with PFM Funds for your use.*

**It's Easy:** You can direct the PFM Funds Investor Support Services group to move funds to or from your PFM Funds account, utilizing the Automated Clearing House (ACH) system. An ACH request only requires one communication to the PFM Funds Investor Support Services group. In comparison, sending a Fed Wire to PFM Funds requires you to contact both your local bank to initiate the Fed Wire and to contact the PFM Funds Investor Support Services group to receive proper investment credit.

**It's Cost Effective:** ACH transactions are generally less expensive than wires, sometimes only a few cents versus a few dollars for a wire.

• **How to set up a local bank account for ACH Purchases and ACH Redemptions through PFM Funds:**

You must pre-authorize PFM Funds to process ACH transactions against your specific local bank account. To pre-authorize PFM Funds, do the following:

1. Complete and forward the *ACH Setup Instructions* Form to the PFM Funds Investor Support Services group via fax at 1-888-535-0120.
2. Notify your local bank that PFM Funds will be debiting or crediting your account. If your account has an ACH filter on it, you will need to provide an authorization to your local bank to allow PFM Funds transactions.

• **The difference between ACH Purchase and ACH Redemption:**

- ACH Purchase: the PFM Funds Investor Support Services group will move funds **from** your local bank account **to** your PFM Funds account.
- ACH Redemption: the PFM Funds Investor Support Services group will move funds **from** your PFM Funds account **to** your local bank account.

• **How to initiate an ACH Purchase or ACH Redemption:**

1. Online:
  - Go to [www.pfmfunds.com](http://www.pfmfunds.com) and select Account Access.
  - Login using your EON user id and password.
  - Select TRANSACTIONS, then select INITIATE ACH PURCHASE or select INITIATE ACH REDEMPTION, then select from your list of pre-authorized ACH banking instructions.
2. By phone:
  - Call the PFM Funds Investor Support Services group at 1-800-338-3383 and request an ACH Purchase or ACH Redemption.
3. By fax:
  - Complete the appropriate section of the *Transaction Request* form found on [www.pfmfunds.com](http://www.pfmfunds.com) and fax the form to the PFM Funds Investor Support Services group at 1-888-535-0120.

• **When will the funds be in my local bank account or in my PFM Funds account?**

- Requests for ACH Purchases or ACH Redemptions made by phone, fax or online before 2:00 p.m. Eastern Time on a Fund business day will be available the morning of the next business day.
- Requests made after 2:00 p.m. Eastern Time will be processed the next Fund business day and will be available the morning of the second business day.
- You may also schedule your ACH Purchase or ACH Redemption for a date up to a year in the future by requesting the desired effective date of the fund movement.