

**Instructions:** Use this application to open an Account with the **New Jersey Asset & Rebate Management Program (NJ/ARM)** controlled by a Trustee. If this is the Entity's first Account in NJ/ARM, you must include a completed **NJ/ARM New Investor Application** for this form to be processed. Submit this form through Connect, or fax or mail this form to the fax number or address at the bottom of the page 2. The new Account will be opened and available to receive deposits after all completed documentation and signatures have been reviewed and accepted.

NJ/ARM Account #: \_\_\_\_\_

(Program Use Only)

## INVESTOR INFORMATION: (Please complete all fields in this section.)

Investor Name: \_\_\_\_\_ TIN: \_\_\_\_\_  
(Name that appears on Program records) (Taxpayer Identification Number)

Account Title: \_\_\_\_\_  
(New Account name to display on Program records and Statements)

Should NJ/ARM establish a corresponding interest Account? No Yes

Is this account being set up for bond proceeds? No Yes

Pay dividends by reinvestment in: This Account Other NJ/ARM Account: \_\_\_\_\_  
(Account Number or Account Name)

## TRUSTEE INFORMATION: (All fields in this section must contain Trustee information ONLY.)

Trustee Name: \_\_\_\_\_

Trustee Contact: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Note:** The Investor **MUST** receive a statement for this Account. Please add a Contact from the Investor as a statement recipient in the Contact Permissions section below.

## INVESTMENT OPTIONS: (Please select the investment option(s) that your Entity may invest in.)

As a Contact authorized to make investment decisions for the Entity listed above, I certify that the selected investments below are permitted investments for the funds to be invested.

NJ/ARM Joint Account NJ/TERM

**Note:** I hereby acknowledge that the investment option(s) selected above should be added to the pre-established Account listed in the Investor Information section. Any Contact(s), their permission(s), and the banking instructions on record with this Account should not be altered in any way. \_\_\_\_\_ (Initial only if you are adding an investment option to a pre-established Account.)

## SERVICES: (Please select the services that your Entity is interested in. A representative from the Client Services Group will contact you to discuss.)

ACH Purchase/Redemption Wire Purchase/Redemption

**Note:** If a wire/ACH banking instruction is not established for this Account and the monies invested must be distributed to the Entity listed above, the Program reserves the right to distribute this Account's balance and any accrued dividend via check. Should such an event occur, the check will be sent to the Investor's address on record.

## CONTACT PERMISSIONS: (Please complete the information below to add each Contact's permissions for this Account.)

### 1. CONTACT INFORMATION: (Contact must be previously established with the Program)

Contact Name: \_\_\_\_\_  
First and Last Name (Print)  
Mailing Address: \_\_\_\_\_  
Agency Name (If Applicable)  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip

### CONTACT PERMISSIONS: (Please select all permissions that apply)

For the new Program Account being established, this Contact may:

View Account information.  
Initiate transactions.  
Open and close Accounts.  
Change banking instructions and Account information.  
Assign permissions to and establish other Contacts.  
Receive electronic statements.  
Receive paper statements.

\*Contact must be on record. **All new Contacts must complete a Contact Record form.**

### 2. CONTACT INFORMATION: (Contact must be previously established with the Program)

Contact Name: \_\_\_\_\_  
First and Last Name (Print)  
Mailing Address: \_\_\_\_\_  
Agency Name (If Applicable)  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip

### CONTACT PERMISSIONS: (Please select all permissions that apply)

For the new Program Account being established, this Contact may:

View Account information.  
Initiate transactions.  
Open and close Accounts.  
Change banking instructions and Account information.  
Assign permissions to and establish other Contacts.  
Receive electronic statements.  
Receive paper statements.

\*Contact must be on record. **All new Contacts must complete a Contact Record form.**

(New Account name to display on Program records and Statements)

(Taxpayer Identification Number)

**3. CONTACT INFORMATION: (Contact must be previously established with the Program)**

**CONTACT PERMISSIONS: (Please select all permissions that apply)**

Contact Name: \_\_\_\_\_  
First and Last Name (Print)

Mailing Address: \_\_\_\_\_  
Agency Name (If Applicable)

\_\_\_\_\_

Address

\_\_\_\_\_

City State Zip

For the new Program Account being established, this Contact may:

- View Account information.
- Initiate transactions.
- Open and close Accounts.
- Change banking instructions and Account information.
- Assign permissions to and establish other Contacts.
- Receive electronic statements.
- Receive paper statements.

\*Contact must be on record. *All new Contacts must complete a Contact Record form.*

**4. CONTACT INFORMATION: (Contact must be previously established with the Program)**

**CONTACT PERMISSIONS: (Please select all permissions that apply)**

Contact Name: \_\_\_\_\_  
First and Last Name (Print)

Mailing Address: \_\_\_\_\_  
Agency Name (If Applicable)

\_\_\_\_\_

Address

\_\_\_\_\_

City State Zip

For the new Program Account being established, this Contact may:

- View Account information.
- Initiate transactions.
- Open and close Accounts.
- Change banking instructions and Account information.
- Assign permissions to and establish other Contacts.
- Receive electronic statements.
- Receive paper statements.

\*Contact must be on record. *All new Contacts must complete a Contact Record form.*

**5. CONTACT INFORMATION: (Contact must be previously established with the Program)**

**CONTACT PERMISSIONS: (Please select all permissions that apply)**

Contact Name: \_\_\_\_\_  
First and Last Name (Print)

Mailing Address: \_\_\_\_\_  
Agency Name (If Applicable)

\_\_\_\_\_

Address

\_\_\_\_\_

City State Zip

For the new Program Account being established, this Contact may:

- View Account information.
- Initiate transactions.
- Open and close Accounts.
- Change banking instructions and Account information.
- Assign permissions to and establish other Contacts.
- Receive electronic statements.
- Receive paper statements.

\*Contact must be on record. *All new Contacts must complete a Contact Record form.*

**REQUIRED DOCUMENTATION: (In addition to this form, the following documents are required.)**

- Trustee Verification (Schedule A)
- Trust Document (a copy of the first page)

**OPTIONAL DOCUMENTATION: (In addition to this form, the following documents are optional.)**

- Contact Record (New Contacts Only)
- ACH Setup Instructions
- Wire Setup Instructions

**CERTIFICATION and SIGNATURE: (Please have a Contact per Program records who is authorized to open new Accounts sign below.)**

The Contact signing below has full authorization to open this Account on behalf of the Investor listed above and is an authorized representative of the Trustee listed above. The Program reserves the right to request proof of authority in the form of election certification, board minutes, resolutions, fiduciary trusts agreement, etc. when opening Accounts and assigning permissions with the Program. It is the sole responsibility of the Investor to promptly notify NJ/ARM of any changes to authorized Contacts.

Print or Type Name of Authorized Signatory

Title/Position

Authorized Signature

Date

**PROGRAM USE ONLY:**

NJ/ARM Representative Signature

Date

Principal Approval Signature

Date

**Any document containing sensitive information received by email will not be accepted. Please send by uploading through Connect, fax, or mail.**

**SEND VIA CONNECT:** Log in to Account Access  
*Existing Connect* Click ☒ Secure Contact  
*Users Only* Select file to upload - Send message

**FAX TO:** NJ/ARM Client Services Group  
1-800-252-9551

**MAIL TO:** NJ/ARM Client Services Group  
P.O. Box 11760  
Harrisburg, PA 17108

PROGRAM USE ONLY	
V2022.05	INITIALS
Processed	
Confirmed	

# Addendum to Trusteed Account Application

Questions? Call 1-800-535-7829

(New Account name to display on Program records and Statements)

(Taxpayer Identification Number)

**Instructions:** Complete this form to add additional Contact's permissions for this Account. If this addendum is needed, it must accompany the Trusteed Account Application.

<b>6.</b>	<b>CONTACT INFORMATION: (Contact must be previously established with the Program)</b>	<b>CONTACT PERMISSIONS: (Please select all permissions that apply)</b>
	<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____ Address</p> <p>_____ City                      State                      Zip</p>	<p>For the new Program Account being established, this Contact may:</p> <p>View Account information.</p> <p>Initiate transactions.</p> <p>Open and close Accounts.</p> <p>Change banking instructions and Account information.</p> <p>Assign permissions to and establish other Contacts.</p> <p>Receive electronic statements.</p> <p>Receive paper statements.</p> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>
<b>7.</b>	<b>CONTACT INFORMATION: (Contact must be previously established with the Program)</b>	<b>CONTACT PERMISSIONS: (Please select all permissions that apply)</b>
	<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____ Address</p> <p>_____ City                      State                      Zip</p>	<p>For the new Program Account being established, this Contact may:</p> <p>View Account information.</p> <p>Initiate transactions.</p> <p>Open and close Accounts.</p> <p>Change banking instructions and Account information.</p> <p>Assign permissions to and establish other Contacts.</p> <p>Receive electronic statements.</p> <p>Receive paper statements.</p> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>
<b>8.</b>	<b>CONTACT INFORMATION: (Contact must be previously established with the Program)</b>	<b>CONTACT PERMISSIONS: (Please select all permissions that apply)</b>
	<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____ Address</p> <p>_____ City                      State                      Zip</p>	<p>For the new Program Account being established, this Contact may:</p> <p>View Account information.</p> <p>Initiate transactions.</p> <p>Open and close Accounts.</p> <p>Change banking instructions and Account information.</p> <p>Assign permissions to and establish other Contacts.</p> <p>Receive electronic statements.</p> <p>Receive paper statements.</p> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>
<b>9.</b>	<b>CONTACT INFORMATION: (Contact must be previously established with the Program)</b>	<b>CONTACT PERMISSIONS: (Please select all permissions that apply)</b>
	<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____ Address</p> <p>_____ City                      State                      Zip</p>	<p>For the new Program Account being established, this Contact may:</p> <p>View Account information.</p> <p>Initiate transactions.</p> <p>Open and close Accounts.</p> <p>Change banking instructions and Account information.</p> <p>Assign permissions to and establish other Contacts.</p> <p>Receive electronic statements.</p> <p>Receive paper statements.</p> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>
<b>10.</b>	<b>CONTACT INFORMATION: (Contact must be previously established with the Program)</b>	<b>CONTACT PERMISSIONS: (Please select all permissions that apply)</b>
	<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____ Address</p> <p>_____ City                      State                      Zip</p>	<p>For the new Program Account being established, this Contact may:</p> <p>View Account information.</p> <p>Initiate transactions.</p> <p>Open and close Accounts.</p> <p>Change banking instructions and Account information.</p> <p>Assign permissions to and establish other Contacts.</p> <p>Receive electronic statements.</p> <p>Receive paper statements.</p> <p><i>*Contact must be on record. All new Contacts must complete a Contact Record form.</i></p>

**Any document containing sensitive information received by email will not be accepted. Please send by uploading through Connect, fax, or mail.**

**SEND VIA CONNECT:** Log in to Account Access  
Click ☒ Secure Contact  
*Existing Connect Users Only* Select file to upload - Send message

**FAX TO:** NJ/ARM Client Services Group  
1-800-252-9551

**MAIL TO:** NJ/ARM Client Services Group  
P.O. Box 11760  
Harrisburg, PA 17108

PROGRAM USE ONLY	
V2022.05	INITIALS
Processed	
Confirmed	