



## TexSTAR ENROLLMENT STEPS

In order for a governmental entity to enroll in TEXSTAR, the following procedures should be performed.

1. Submit the *Resolution* in the form entitled ***Application for Participation in TexSTAR*** to the entity's governing body for approval.
2. Complete and sign the ***Application for Participation in TexSTAR***. The Resolution in the form of the application should be signed by Board President, County Judge, or City Mayor and attested by Board Secretary, County Clerk, or City Secretary. The entity seal should be included in the space provided. A notary seal is unacceptable.
3. Complete a ***Bank Instruction Form*** for each account to be opened.
4. Send all completed documentation with original signatures and ***an approved investment policy of the enrolling entity*** to our email or fax number below:

Email: [texstar@hilltopsecurities.com](mailto:texstar@hilltopsecurities.com)

Fax: 214.953.8878

5. Enrollment documentation will ordinarily be processed within five (5) business days of receipt.

## SAMPLE AGENDA LANGUAGE

Short versions:

**(1) Approval of TexSTAR Investment Pool as an Authorized Investment**

**(2) Approval of Application for Participation in the Texas Short Term Asset Reserve Program (TexSTAR)**

Or

Longer versions:

**(1)Recommendation to Approve an Application for Participation in the Texas Short Term Asset Reserve Program (TexSTAR).**

Included in the agenda exhibit is information pertaining to the application. It is recommended that the Board approve the application as submitted.

**(2)Recommendation to Approve an Application for Participation in the Texas Short Term Asset Reserve Program (TexSTAR).**

Included in the agenda exhibit is information pertaining to the application. It is recommended that the Board approve the application as submitted to provide the district with an additional investment option emphasizing safety and liquidity.



## APPLICATION FOR PARTICIPATION IN TexSTAR

The undersigned local government (Applicant) applies and agrees to become a Participant in the Texas Short Term Asset Reserve Program (TexSTAR).

1. **Authorization.** The governing body of Applicant has duly authorized this application by adopting the following resolution at a meeting of such governing body duly called, noticed, and held in accordance with the Texas Open Meeting Law, chapter 551, Texas Government Code, on \_\_\_\_\_, 20\_\_:

WHEREAS, it is in the best interests of this governmental unit ("*Applicant*") to invest its funds jointly with other Texas local governments in the Texas Short Term Asset Reserve Program (TexSTAR) in order better to preserve and safeguard the principal and liquidity of such funds and to earn an acceptable yield; and

WHEREAS, Applicant is authorized to invest its public funds and funds under its control in TexSTAR and to enter into the participation agreement authorized herein;

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The form of application for participation in TexSTAR attached to this resolution is approved. The officers of Applicant specified in the application are authorized to execute and submit the application, to open accounts, to deposit and withdraw funds, to agree to the terms for use of the website for online transactions, to designate other authorized representatives, and to take all other action required or permitted by Applicant under the Agreement created by the application, all in the name and on behalf of Applicant.

SECTION 2. This resolution will continue in full force and effect until amended or revoked by Applicant and written notice of the amendment or revocation is delivered to the TexSTAR Board.

SECTION 3. Terms used in this resolution have the meanings given to them by the application."

2. **Agreement.** Applicant agrees with other TexSTAR Participants and the TexSTAR Board to the Terms and Conditions of Participation in TexSTAR, effective on this date, which are incorporated herein by reference. Applicant makes the representations, designations, delegations, and representations described in the Terms and Conditions of Participation.

3. **Taxpayer Identification Number.** Applicant's taxpayer identification number is \_\_\_\_\_

4. **Contact Information.**

Applicant primary mailing address: \_\_\_\_\_

Applicant physical address (if different): \_\_\_\_\_

Applicant main phone number: \_\_\_\_\_

Applicants main fax number: \_\_\_\_\_

5. **Authorized Representatives.** Each of the following Participant officials is designated as Participant's Authorized Representative authorized to give notices and instructions to the Board in accordance with the Agreement, the Bylaws, the Investment Policy, and the Operating Procedures:

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

4. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**{REQUIRED} PRIMARY CONTACT:** List the name of the Authorized Representative **listed above** that will be designated as the Primary Contact and will receive all TexSTAR correspondence including transaction confirmations and monthly statements.

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

**{OPTIONAL} INQUIRY ONLY CONTACT:** In addition, the following additional Participant representative (**not listed above**) is designated as an ***Inquiry Only*** Representative authorized to obtain account information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Applicant may designate other authorized representatives by written instrument signed by an existing Applicant Authorized Representative or Applicant's chief executive officer.

**REQUIRED  
 PLACE OFFICIAL SEAL OF ENTITY HERE**

**DATED** \_\_\_\_\_

\_\_\_\_\_  
**(NAME OF ENTITY/APPLICANT)**

**SIGNED BY:**

\_\_\_\_\_  
 (Signature of official)

\_\_\_\_\_  
 (Printed name and title)

**ATTESTED BY:**

\_\_\_\_\_  
 (Signature of official)

\_\_\_\_\_  
 (Printed name and title)

**FOR INTERNAL USE ONLY  
 APPROVED AND ACCEPTED: TEXAS SHORT TERM ASSET RESERVE FUND (TexSTAR)**

.....  
 AUTHORIZED SIGNER

DATE

V082023

# BANK INSTRUCTION FORM



PLEASE NOTE THAT A TEXSTAR REPRESENTATIVE WILL CALL TO VERIFY INSTRUCTIONS AND USER ID WITH BOTH AUTHORIZED REPRESENTATIVES WHO SIGNED THIS FORM.

PLEASE SELECT ONE OF THE FOLLOWING:

- ☐ NEW ACCOUNT: NAME \_\_\_\_\_
- ☐ CHANGE EXISTING ACCT: \_\_\_\_\_
- ☐ APPLY CHANGE TO ALL ACCOUNTS

EFFECTIVE DATE: \_\_\_\_\_

PARTICIPANT NAME: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

## Add Bank Instruction:

PLEASE INDICATE IF THIS WILL BE THE ☐ PRIMARY BANK INSTRUCTION OR ☐ ADDITIONAL BANK INSTRUCTION

SELECT ONE OF THE FOLLOWING ☐ WIRE AND ACH ☐ WIRE ONLY ☐ ACH ONLY

Bank Name: \_\_\_\_\_ City: \_\_\_\_\_

Bank ABA Number (9 digits): \_\_\_\_\_ Bank ABA for ACH (if different) (9 digits): \_\_\_\_\_

Bank Account Number: \_\_\_\_\_ Bank Account Name: \_\_\_\_\_

Correspondent Bank Name (if any): \_\_\_\_\_

Correspondent Bank ABA Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

## Delete Bank Instruction:

PLEASE INDICATE IF THIS WILL BE THE ☐ PRIMARY BANK INSTRUCTION OR ☐ ADDITIONAL BANK INSTRUCTION

SELECT ONE OF THE FOLLOWING ☐ WIRE AND ACH ☐ WIRE ONLY ☐ ACH ONLY

Bank Name: \_\_\_\_\_ City: \_\_\_\_\_

Bank ABA Number (9 digits): \_\_\_\_\_ Bank ABA for ACH (if different) (9 digits): \_\_\_\_\_

Bank Account Number: \_\_\_\_\_ Bank Account Name: \_\_\_\_\_

Correspondent Bank Name (if any): \_\_\_\_\_

Correspondent Bank ABA Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

*\* If ACH availability is selected, I hereby authorize JPMorgan Chase Bank, N.A. to directly deposit and withdraw funds by means of ACH electronic transfer to and from the financial institution and the account designated above ("Designated Account"). I agree that this authorization may be withdrawn with at least 45-days advance written notice to TexSTAR Participant Services. I understand that TexSTAR reserves the right to discontinue ACH electronic transfer without advance notice. I also authorize JPMorgan Chase Bank, N.A. to deduct from the Designated Account or from subsequent deposits made to the Designated Account all amounts deposited in error. I authorize JPMorgan Chase Bank, N.A. to credit all amounts withdrawn in error to Designated Account.*

**NOTE: This authorization must be executed by two current Authorized Representatives of the Participant on file with TexSTAR. As a current Authorized Representative, I certify that the above information is both true and correct.**

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Please complete this form either all typed or all handwritten with original signatures. Forms with alterations (i.e. white out, mark out, etc.) or electronic signatures will **NOT** be accepted.*

**TexSTAR Participant Services**  
Email forms to: [texstar@hilltopsecurities.com](mailto:texstar@hilltopsecurities.com)  
Phone: 800.839.7827 \* Fax: 214.953.8878