Helping you conduct your transactions smoothly and efficiently is one of our most important services. In this guide, you will find all the basic information you need to open accounts, execute trades, view your statements and more. We hope this guide simplifies your cash management, and we look forward to helping you effectively manage your transactions.

How to contact us
To buy or sell shares, get fund information, or seek additional assistance, call J.P. Morgan Global Liquidity. Our team of specialists is available Monday through Friday from 7:30 a.m. to 6:00 p.m. (EST) at 1-800-766-7722 or 1-302-634-2960 (outside the U.S.).

Executing trades and getting fund information can be easily accomplished online using J.P. Morgan’s MORGAN MONEY platform.

Account documentation can be:
Mailed:  J.P. Morgan Institutional Funds Service Center
P.O. Box 219265
Kansas City, MO 64121-9265

Fax:  1-877-371-5948

Emailed:  liquidity.client.services.americas@jpmorgan.com

Opening a new account
Opening a new account is easy. You can get information about the process by calling our Service Center at 1-800-766-7722 or by visiting our website at jpmgloballiquidity.com.

Trading deadlines and minimum investments
There is a wide range of investment minimums to meet your needs. Please refer to the prospectus for more information. There are no minimum levels for subsequent fund purchases.

<table>
<thead>
<tr>
<th>Money Market Mutual Funds</th>
<th>Cut-off time</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Municipal MMF</td>
<td>12:00 p.m. (ET)</td>
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<tr>
<td>Municipal MMF</td>
<td>12:00 p.m. (ET)</td>
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<tr>
<td>New York Municipal MMF</td>
<td>12:00 p.m. (ET)</td>
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<tr>
<td>Tax Free MMF</td>
<td>12:00 p.m. (ET)</td>
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<tr>
<td>Institutional Tax Free MMF</td>
<td>12:00 p.m. (ET)</td>
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<tr>
<td>Federal MMF</td>
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</tr>
<tr>
<td>100% U.S. Treasury Securities MMF</td>
<td>3:00 p.m. (ET)</td>
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<tr>
<td>Prime MMF</td>
<td>3:00 p.m. (ET)</td>
</tr>
<tr>
<td>Liquid Assets MMF</td>
<td>5:00 p.m. (ET)</td>
</tr>
<tr>
<td>U.S. Government MMF</td>
<td>5:00 p.m. (ET)</td>
</tr>
<tr>
<td>U.S. Treasury Plus MMF</td>
<td>5:00 p.m. (ET)</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Fixed Income Mutual Funds</th>
<th>Cut-off time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited Duration Bond Fund</td>
<td>4:00 p.m. (ET)</td>
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<tr>
<td>Managed Income Fund</td>
<td>4:00 p.m. (ET)</td>
</tr>
<tr>
<td>Short Duration Bond Fund</td>
<td>4:00 p.m. (ET)</td>
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<tr>
<td>Short Duration Code Plus Fund</td>
<td>4:00 p.m. (ET)</td>
</tr>
<tr>
<td>Short-Intermediate Municipal Bond Fund</td>
<td>4:00 p.m. (ET)</td>
</tr>
<tr>
<td>Ultra-Short Municipal Income Fund</td>
<td>4:00 p.m. (ET)</td>
</tr>
</tbody>
</table>
Transacting business
Authorized individuals may purchase or redeem fund shares by calling 1-800-766-7722 with the following information:
- Account registration
- Fund account number
- Tax ID number
- Amount of order (either dollar amount or share amount)
Trades must be placed before the fund’s trading deadline.

Placing a purchase
- Purchases may be made by phone, fax, or through MORGAN MONEY. (Note: Purchases into certain fixed income mutual funds may not be made via MORGAN MONEY.)
- **Money market mutual fund purchases** placed and accepted prior to the fund cut-off time will settle for value that same business day. Monies must be received by JPMorgan Chase Bank, N.A. by the cut-off time on the day of the purchase order.
- **Fixed income mutual fund purchases** placed and accepted prior to the fund cut-off time will settle for value on the next business day. Monies must be received by JPMorgan Chase Bank, N.A. by the fund cut-off time on the settlement date.
- Monies may be sent by wire or through auto-debit (if applicable).
- Monies should be wired through the Federal Reserve Wire System in the following format:
  
  JPMorgan Chase Bank, N.A.
  1 Chase Plaza, New York, NY 10005
  Attn: J.P. Morgan Institutional Funds Service Center
  ABA: 021000021
  DDA: 323125832
  DDA NAME: DST Asset Manager Solutions, Inc. as agent for JPMorgan Funds
  FBO Your Fund Number & Account Number
  (Ex: Fund 123-Account 123456789)
  Your Account Registration (Ex: EYX Corporation)
  Your J.P. Morgan Fund (Ex: JPMorgan ABC Fund - Capital)

Placing a redemption
- Redemptions may be made by phone, fax, or through MORGAN MONEY. (Note: Redemptions from certain fixed income mutual funds may not be made via MORGAN MONEY.)
- Proceeds from **money market mutual fund redemptions** are wired on the same day to the client’s bank if the order is received by the cut-off deadline.
- Proceeds from **fixed income mutual fund redemptions** are delivered on the next business day to the client’s bank.
- J.P. Morgan will send the proceeds via electronic transfer or wire to the bank account on file.

Placing a warning call
- If you anticipate placing a large trade, please alert our Service Center at 1-800-766-7722. Our representatives can provide you with information regarding threshold amounts.
- Please be prepared to provide the name of your organization, approximate amount of the transaction and the length of the investment, if appropriate.
- Purchase timing
  - **Money market mutual funds**
    Monies for money market mutual fund purchases must be received by JPMorgan Chase Bank, N.A., by the cut-off time on the day of the purchase order.

Changing wiring instructions
Please mail a letter of instruction to:
J.P. Morgan Institutional Funds Service Center
P.O. Box 219265
Kansas City, MO 64121-9265
The letter of instruction should be on company letterhead, signed by an authorized individual, and requires a medallion signature guarantee.

Changing authorized signers
Please mail or fax a letter of instruction on company letterhead, signed by an individual authorized to act on the account.

Your monthly statements
- **Trade information:** Trade date, trade type and share balance after each trade
- **Dividend information:** Amount of dividend, type of transaction — wired or reinvested into your account — and year-to-date dividend totals
  Statements are produced on a monthly basis and are generally mailed on the fifth business day of each month. You can also access your statements, starting business day one, online through the MORGAN MONEY platform.

Intraday confirmations
MORGAN MONEY users can receive email alerts when a trade has occurred through the MORGAN MONEY platform. The email notifies users that a trade has been placed and directs users to MORGAN MONEY, where the details can be viewed.

Account confirmation
A confirmation is automatically produced for every change in status to an account, in addition to each trade placed. The confirmation includes:
- Trade amount in shares and dollars
- Price per share
- Resulting share balance and market value
- Account maintenance performed
For further information, contact your J.P. Morgan Client Advisor or call our Service Center at 1-800-766-7722.

jpmgloballiquidity.com