



# J.P. Morgan Global Liquidity Operations Services Guide

U.S. Edition

# Welcome to J.P. Morgan Global Liquidity

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 7:30am to 6:00pm (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

Faxed: 1-877-371-5948

Emailed: [liquidity.client.services.americas@jpmorgan.com](mailto: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](http://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.

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

Fixed Income Mutual Funds	Cut-off time
Limited Duration Bond Fund	4:00 p.m. (ET)
Managed Income Fund	4:00 p.m. (ET)
Short Duration Bond Fund	4:00 p.m. (ET)
Short Duration Code Plus Fund	4:00 p.m. (ET)
Short-Intermediate Municipal Bond Fund	4:00 p.m. (ET)
Ultra-Short Municipal Income Fund	4:00 p.m. (ET)

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## Transacting business

To purchase or redeem fund shares by phone, call **1-800-766-7722** with the following information:

- **Account registration**
- **Fund account number**
- **Fund name and share class**
- **Amount of order**
- **Trade date**

Authorized traders can be established and authenticated only when placing trades through our online portal, Morgan Money. Please email us at [liquidity.client.services.americas@jpmorgan.com](mailto:liquidity.client.services.americas@jpmorgan.com) in the event you would like to be setup with access to this tool.

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 JPMorganChase 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.

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## 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](http://jpmgloballiquidity.com)

## J.P. Morgan Asset Management

277 Park Avenue | NY 10172

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J.P. Morgan Asset Management is the marketing name for the asset management businesses of JPMorgan Chase & Co. Those businesses include, but are not limited to, JPMorgan Chase Bank, N.A., J.P. Morgan Investment Management Inc., Security Capital Research & Management Incorporated, J.P. Morgan Alternative Asset Management, Inc., and J.P. Morgan Asset Management (Canada), Inc.

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