



# Manual Transaction Form

Use this form to complete a one time transaction on an account with existing wiring instructions.

**Please note:** This form cannot be used for a Participant to Participant transfer.

**\*Required Fields.**

## 1. Participant Information

Participant Name*	Participant ID Number*	Settlement Date*

## 2. Transaction Type

Please select one transaction type.

- Wire Purchase                       Wire Redemption  
 ACH Purchase                         ACH Redemption  
 Redemption by Check (to Address on Record Only)

**Redemptions will be sent to the PRIMARY set of banking instructions.** Please contact a member of the MMDT Participant Services Team at 1-888-965-MMDT (6638) if a redemption should be sent to a different set of banking instructions.

## 3. Account Information

Please select the applicable pool(s).

Pool Name	Pool Number	MMDT Account Number	Amount
<input type="checkbox"/> MMDT Cash Portfolio	470		\$ <span style="border: 1px solid black; width: 100px; height: 20px;"></span>
<input type="checkbox"/> MMDT Short Term Bond Portfolio	596		\$ <span style="border: 1px solid black; width: 100px; height: 20px;"></span>

## 4. Transfer Instructions

Please complete the following:

**FROM:** Pool Number:  MMDT Account Number:  Amount: \$   
**TO:** Pool Number:  MMDT Account Number:

## 5. Signature

Note: This authorization must be executed by a current Authorized Representative of the Participant as set forth in the duly enacted Resolution of the Participant, which is on file with MMDT.

Authorized Representative Signature*	Date*
Printed Name*	Telephone Number

## 6. Mailing Instructions

The completed Manual Transaction Form can be faxed to MMDT Participant Services at 1-617-235-7171, or mailed to:

MMDT Participant Services  
 P.O. Box 219712  
 Kansas City, MO 64121-9712