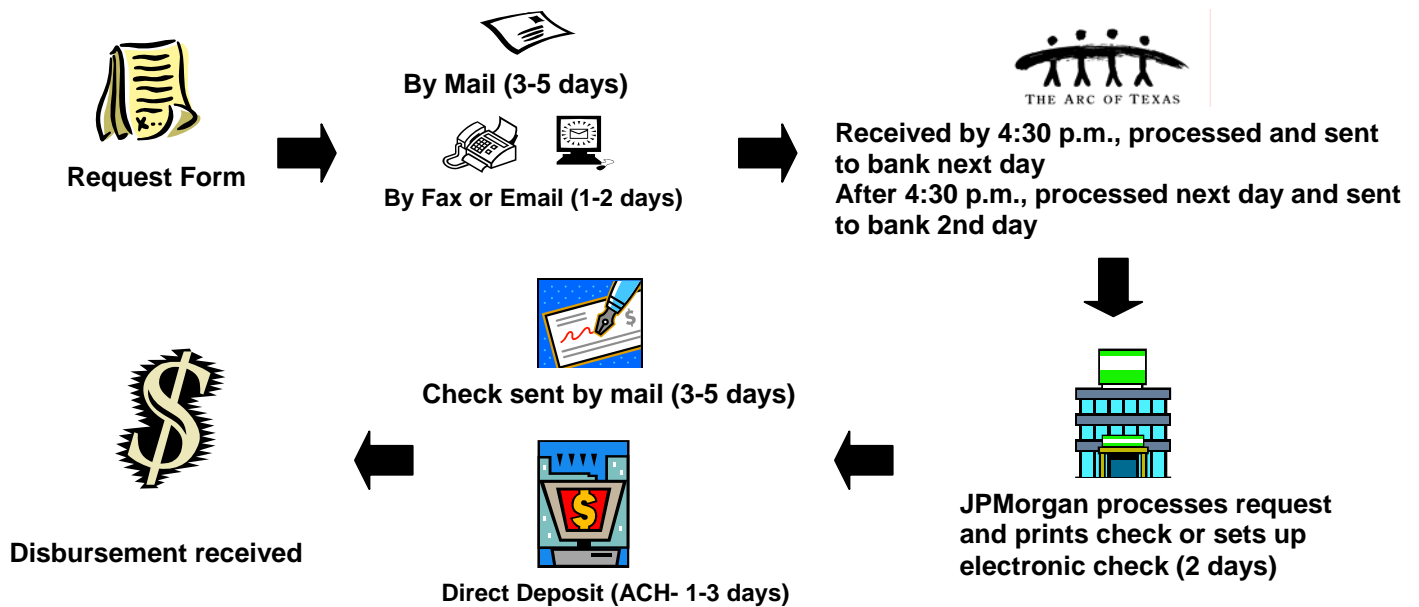


THE ARC OF TEXAS – MASTER POOLED TRUST

Disbursement Request Processing Overview



TOTAL PROCESSING TIME: Check (7-10 days) Direct Deposit (3-5 days)

Important Facts



If you are mailing your request, send us **copies** of the receipts if possible.

We do not need the following:

- Original payment stubs, order form, payment envelopes (The Arc will **NOT** forward these since only the check is sent by JPMorgan Chase Bank)
- Original receipts/invoices (Keep these for your records and make a copy to send to us)



For security reasons, do **NOT** give disbursement forms to unauthorized people. Do not sign blank forms.



If the check has not been received **after 10 business days** from mailing (from the bank), a stop payment can be placed and a new check can be issued.



If you have a recurring bill for the same amount every month, an automatic disbursement can be set up to send a check on the same day of the month. Call us with the information.



Don't forget to inform us of change of address and phone number!

Still have questions? Contact Chris Oglesby or Dee West at 1-800-252-9729 (512) 454-6694 or email chris@thearcoftexas.org