

Putnam CIT operational checklist

As part of Putnam's commitment to helping retirement plans succeed, we're happy to describe the process for setting up a collective investment trust (CIT) and offer answers to frequently asked questions.

Four simple steps to set up a CIT

1. Contact Putnam for a Participation Agreement (PA) request form using the email address plan_provider_services@putnam.com.
2. Complete and submit the request form. We must receive this form at least 10 days before the plan's initial funding date. After submitting your form, you will receive the draft of the PA from Putnam within 1–2 business days, in most cases.
3. Review the PA and accompanying disclosure documents. Sign the PA and email the fully executed Agreement to Putnam. Be sure to keep a copy with your Plan records.
4. Confirm CUSIPs and establish trading accounts.

FAQs:

What is a Participation Agreement (PA)?

Collective trusts require a PA between the trust company and the plan's fiduciary prior to investment. The PA outlines plan eligibility requirements, fees, and obligations applicable to investing in Putnam's CIT. When a sponsor executes a PA, they incorporate the terms and conditions of the Declaration of Trust into their own plan document.

How do I request a PA?

When you confirm the plan fiduciary is ready to execute a PA, contact Putnam to obtain a request form. Email us at plan_provider_services@putnam.com, and our team will send you the form. Putnam requires this step so we can review and determine that the plan is eligible to invest in our CIT CUSIPs, and to gather all the appropriate information that is required in the agreement.

When will I receive a response?

Upon receipt of the completed request form, we typically can draft a PA for the plan's review within one to two business days.

It's important to return the executed PA promptly, at least 10 days before the plan's initial funding date.

What if I have questions about the PA?

Any questions regarding the request form or PA can be directed to Putnam Operations by calling 1-800-648-7410 or by sending an email to plan_provider_services@putnam.com.

What disclosure materials will be available for the plan?

Prior to investing in a CIT, a plan fiduciary should review each of the following documents, which are available at <https://www.putnam.com/dcio/erisa>:

Declaration of Trust: The trust document that establishes and governs each CIT. The Declaration of Trust includes the legal and operational framework under which a CIT is maintained, and outlines such matters as eligibility and transactional requirements that apply to the plan.

408(b)(2) disclosure: Mandated under ERISA, this disclosure requires a covered service provider such as Putnam to disclose compensation, an explanation of services, and an acknowledgement of fiduciary status to a retirement plan.

Offering Statement: While CITs do not have a prospectus, important information such as investment characteristics, strategies, a description of management fees, and other details that relate to the CIT can be found in the Offering Statement.

Annual Report and Certification Letter: In accordance with DOL regulations, Putnam provides an annual report that contains a statement of the assets and liabilities of the fund, along with a report issued by the CIT's independent auditor.

Where can the CIT CUSIPs be found? What are the recordkeeper and custodian platforms?

Putnam's CITs are available through most major recordkeeper and custodian platforms. If, after reviewing your PA request form, we determine that the requested CUSIP is not available, we will work with the firm to add the CUSIP.

How do I establish the plan's trading account?

All of Putnam's CITs can be traded through the National Securities Clearing Corporation (NSCC). Plans should work with their recordkeepers to set up new accounts with Putnam via the NSCC's B50 process.

Questions?

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