**SAMPLE ONLY - THIS DOCUMENT SHOULD BE PREPARED ON LETTERHEAD**

October 6, 2023

**First American Funds**  
Attn: Document Distribution

615 E, Michigan St.  
Milwaukee, WI 53202-5207

**RE: Change of Wire Instructions**

Please accept this letter to change our (Company name) wire instructions for account # ???????? to the below instructions for redemptions and interest/dividends/capital gains.  
  
**Redemptions:**

Bank Name:  
Bank Address:  
ABA:  
Name on Bank Account:   
Bank Account #:  
FFC:

**Interest/Dividends/Capital Gains:**

Bank Name:  
Bank Address:  
ABA:  
Name on Bank Account:   
Bank Account #:  
FFC:

Should you have any questions concerning the above, please do not hesitate to contact (add contact) at (add phone number).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Guarantee/Medallion Signature Guarantee/Notary Stamp

John Doe  
Title

Wire Instructions

**U.S. Bank National Association  
ABA Number:** 0750-00022 **Account Number:** 112-952-305 **Credit to:** First American (Fund Name, Investor Name, Investor’s Account Number)

Below are the options to change the wire instructions on your account.

1. **No Telephone Exchange/Redemption Wire Option**To add bank instructions on a current account that has no telephone exchange/redemption   
   wire options, we need a signed Letter of Instruction (LOI) from an officer at your financial institution on that institution’s letterhead which provides the account number, routing   
   number, and account owner’s name and a bank statement or canceled check. These are required before any proceeds can be wired to your bank account. Please fax the LOI to   
   our Transfer Agency at **1-877-666-6015**.
2. **Telephone Exchange/Redemption Wire Option (Two Options)  
   Option 1:** To add or change bank instructions and you have exchange/telephone redemption wire options currently on your account, we need an ***original signed LOI*** which provides the account number, routing number, and account owner’s name on the financial institution’s letterhead with a Signature Guarantee or Medallion Signature Guarantee Stamp.

If a redemption or change of ownership of shares is ***not*** being transacted on the same day of the change, then a Notary Stamp would be an option in lieu of a Signature Guarantee or Medallion Signature Guarantee Stamp. Please note, if the Notary Stamp is used it needs to be from a financial institution (commercial bank or brokerage firm) and the stamp cannot be expired. If the Notary Stamp is used, you must include a business card or signed letter on bank letterhead. 

Please provide a voided check/bank statement. Please note, if the same bank instructions are used to fund the account, then we won't need a voided check/bank statement.

Please mail the documents above to the Transfer Agency to the address below so they can be verified.

*For overnight, please send to:*  
**First American Funds**  
Attn: Document Distribution  
615 E. Michigan St  
Milwaukee, WI 53202-5207

*If sending regular mail, please send to:*  
**First American Funds**  
Attn: Document Distribution  
P.O. Box 701  
Milwaukee, WI 53201-0701

**Option 2:** To add or change bank instructions and you have telephone exchange/redemption wire options currently on your account we need a signed LOI which provides the account number, routing number, and account owner’s name from the financial institution on their letterhead in lieu of the signature guarantee if the request can be verified by both the **authorized signer** and the **financial institution** by the Transfer Agency on a recorded line. To expedite the verification process, please provide contact information (company name, name, phone number and email address) for the authorized signer and someone at the financial institution. Make sure to provide a voided check/bank statement. Please fax the LOI to   
our Transfer Agency at **1-877-666-6015**.

If you have any questions, please call our Contact Center at **1-800-407-7304**.