

If you utilize PLGIT's checkwriting services or mail check deposits to PLGIT, please carefully review all the information in this document. If you do not use these services and would like to learn how they can help you enhance your organization's cash management needs, please contact your PLGIT Representative at 1-800-572-1472.

### **Check Imaging**

For those Investors that use PLGIT's checkwriting service, your month-end account statements contain the PLGIT Image Statement. This service offers numerous benefits such as providing you with cleared check information earlier in the month and presenting this data in a usable format. The following questions and answers will provide you with important information about this service.

- **Why is PLGIT offering this service?** Numerous Investors have requested we supply them with cleared check information in a more expeditious fashion. Many other Investors have asked for their statements to be printed in check number (instead of date) order. The image statements have been designed to meet these needs.
- **What does the statement look like?** The Check Image Statement contains two sections. The first section lists, in numeric order, the checks that cleared through your PLGIT account during that month. An asterisk will denote a break in sequence. Information about the payment date and amount of each check is also included in this section. The second section includes images or photocopies of the front and back of the checks that cleared in your PLGIT account. The images are sorted in check number order. Five checks are imaged on each statement page and they are as easy to read as the original paid checks.
- **Will I receive the original cancelled checks?** The original paid checks will not be returned with your monthly statements. The image statement contains all the information necessary for your auditing and recordkeeping requirements. PLGIT will retain the original checks for at least three years. These originals can be obtained by calling the PLGIT Client Services Group.

PLGIT went through the process of contacting the Department of the Auditor General, Historical and Museum Commission, the IRS, numerous independent auditors and other interested parties to help insure that check images will serve as sufficient documentation for all your auditing and record retention requirements. If you have questions about our research or would like copies of information we received from the Auditor General and Historical and Museum Commission, please contact your PLGIT Representative at 1-800-572-1472.