

PLGIT can offer you a better way to mail your check deposits by using the “PLGIT Lockbox.”

What is a lockbox? A lockbox is nothing more than a specialized post office box used to handle collections. Many companies, such as utility companies, use a lockbox for payment of bills. You have probably already used a lockbox for business or personal reasons and might not have known it.

How is this different than the way I mail check deposits now? This change means that you will still mail all items for investment with a deposit ticket to PLGIT; however, it will be mailed to a new lockbox address instead of the regular PLGIT post office box address. The lockbox is set up directly with PLGIT’s depository bank or check clearing agent, thereby eliminating any time delay in the actual deposit of items.

The new lockbox address is:

**PLGIT Lockbox
PO Box 8500-2335
Philadelphia, PA 19178-2335**

What is the benefit to me? The benefit to you as a PLGIT investor is that the lockbox speeds up collection and deposit of check items by as many as four days. This means that your funds are deposited into the designated PLGIT-Class or PLGIT/PLUS-Class account, earning the PLGIT-Class or PLGIT/PLUS-Class rate sooner than ever before.

What do I have to do to use the lockbox? There is no paperwork to fill out. Simply begin using the deposit tickets that are sent with each month-end statement. Additional deposit tickets are available by contacting the PLGIT Client Services Group at **1-800-572-1472** and selecting option 2. Please see the next page for complete lockbox instructions.

How do I use the PLGIT Lockbox? Please refer to the attached sample deposit ticket; you will notice that the lockbox address appears in the lower left corner for your convenience. Simply follow this five step process to use the lockbox:

1. Complete your entity name and address.
2. Select the fund class to which the deposit is being made and enter the account number of the account to which you want the deposit posted. (You can only select one fund class and account per deposit ticket.)
3. Total the amount of the items to be deposited and enter the total.
4. Place the ticket in a window envelope so that the address appears through the window and enclose the items to be deposited.

Other important things to remember when using the lockbox:

1. Include up to 25 checks with each deposit ticket and staple your checks to the ticket. There does not need to be a separate deposit ticket for each check.
2. A deposit cannot be split between PLGIT-Class and PLGIT/PLUS-Class. In addition, a deposit cannot be split between multiple PLGIT-Class or PLGIT/PLUS-Class accounts. If you want to send deposits to more than one fund class or account, you must use a separate deposit ticket for each fund class or account. **REMEMBER:** individual checks cannot be split between fund classes or accounts.
3. **DO NOT SEND CASH TO THE LOCKBOX.** PLGIT cannot guarantee cash lockbox deposits and, therefore, will not be responsible for cash mailed to the lockbox.
4. If you make a deposit to PLGIT/PLUS-Class that is less than \$5,000, it will be automatically posted to the corresponding PLGIT-Class account.
5. **DO NOT SEND ITEMS OTHER THAN CHECK DEPOSITS TO THE LOCKBOX!** Please do not send audit confirmations, check reorders or any other type of general correspondence to the lockbox. As noted on the bottom of the deposit ticket, send all other correspondence to the following regular post office box:

**PLGIT Client Services Group
P.O. Box 11760
Harrisburg, PA 17108-1760**