

# Frequently Asked Questions

Beginning this month, the State Board of Administration (SBA) is requesting all Florida PRIME participants that have not completed a Disclosure Statement to do so as soon as possible. The SBA asks that all pool investors review their account forms to ensure that all required forms have been completed and are maintained on file. This set of frequently-asked-questions (“FAQs”) aims to answer the primary issues surrounding this process.

**Q>** Why are Disclosure Statements being requested at this time?

**A<** The SBA is implementing a recommendation of the 2012 Legal Compliance review by Longman, Lewis & Walker, PA. The 2012 annual review suggested that the SBA pursue completed Disclosure Statements for any existing participant opening a new account, regardless of the length of their historical participation in Florida PRIME. SBA staff has chosen to broaden the scope of this suggestion and review all pool participants’ files in order to seek fully completed account forms.

**Q>** Who should sign the Disclosure Statement?

**A<** The Disclosure Statement should only be signed by an authorized representative that has been

named in the Authorizing Resolution.

**Q>** Where are these forms located?

**A<** All forms required for participation in Florida PRIME are posted online. The Disclosure Statement can be found on the Florida PRIME website, visible after hitting the ‘Enrollment Materials’ icon.

**Q>** Do I need to submit a Disclosure Statement for every account that is open?

**A<** No, one Disclosure Statement form per participant is sufficient. However, going forward the Disclosure Statement will be included as a component of the Participant Account Maintenance Form (“PAMF”). As such, the submission of any changes to an individual account will result in the simultaneous completion of a Disclosure Statement.

**Q>** Is it possible to respond electronically?

**A<** No, all forms require original signatures from authorized representatives of your organization, and the PAMF requires notarization.

**Q>** The Disclosure Statement references our Authorizing Resolution. Is it necessary to submit a new Resolution?

**A<** No, as long as your Resolution on file is current and accurate, you only need to submit an executed Disclosure Statement.

**Q>** What is the timeframe for submission?

**A<** There is no stated deadline, however all forms should be completed and returned to the SBA as soon as possible.