PLGIT
Pennsylvania Local Government Investment Trust

Check and Envelope Ordering Overview and Instructions

A PLGIT Checkwriting Authorization Form is required for new orders. If you do not have one on file with PLGIT click here to access a form to complete.

It's Easy - To download an order form click here and follow the steps as outlined below for each section.

For reorders, please complete the Order Form and include the reorder sheet included in your box of checks from Harland Clarke or a full page voided check sample reflecting the exact formatting requirements.

- **Account Information:** Provide the Investor Name, TIN and PLGIT Account number. If reordering specify the account number to be charged. If left blank the fee will automatically be deducted from the account for which the checks are being ordered.
- **Check Detail:** If ordering laser checks specify the placement of the check (top, middle, bottom or three per page) and style code. To select your desired style code, review the available formatting options for laser checks by clicking here. Specify the quantity, color, number of signature lines required, and start number.
- **Check Personalization:** Specify what should be printed on the top of the checks. Such as entity name, account title, address, phone number, etc. Any portion left blank will not be printed on the checks.
- **Envelopes:** Compatible with laser check styles **A**, **B** and **C**. To review these compatible options click here. Charges will apply for envelopes. Contact the Client Services Group for pricing at 1-800-572-1472.
- **Shipping Information:** Provide a shipping method. Additional charges will apply to expedite the order and for overnight delivery. Indicate the physical mailing address (no P.O. Box) as a signature may be required at delivery.
- **Additional Notes:** Note any special instructions. For example, a change to the start number or color preference.
- **Signature:** To place an order the PLGIT check order form must be signed by an authorized individual per PLGIT records.

Order Submission: You can securely submit your order to the PLGIT Client Services Group via EON by clicking here. Enter your login credentials and select Account Access from the left-hand side menu. Select the "Click Here" link under 'Account Access'. Next, click the "Contact" link in the upper right-hand side. Complete the respective fields and select the file(s) to be uploaded. Click the "Upload" button. Finally, send the message. Alternatively, you may fax the completed paperwork to the PLGIT Client Services Group at 1-800-252-9551.

FAQ's

- **Will I be charged for my check order?**
  The first PLGIT check order is available at no cost. Charges apply for all check reorders. PLGIT/ARM checks are available at no cost. Contact the Client Services Group for pricing at 1-800-572-1472.

- **Will a charge apply for envelopes?**
  Yes. All envelope orders, including the first PLGIT Order have a fee. Contact the PLGIT Client Services Group for pricing at 1-800-572-1472.

- **When can I expect the checks or envelopes to arrive?**
  Once paperwork is received and in good order, delivery takes approximately seven to ten business days with standard ground delivery.

- **Will a charge apply for a rush order?**
  Yes. This includes the first PLGIT check order.

- **What documents are needed for an order?**
  The PLGIT Order Form. To expedite reorders, please include the reorder sheet included in your box of checks from Harland Clarke or a full page voided check sample reflecting the exact formatting requirements.