

# LOCAL AGENCY INVESTMENT FUND

## LAIF Transaction Checklist

Office Hours: Monday – Friday 7:30 am to 4:00 pm  
[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)

**Telephone: (916) 653-3001 to transfer funds**  
**Same day transactions call by 10:00 am**

- Maximum 15 transactions (combination of deposits and withdrawals) per month
- Minimum \$5,000 transaction amount in increments of \$1,000
- \$75 million maximum per account – no limit on bond accounts
- Transactions may be requested 10 calendar days in advance of effective date

Please provide LAIF one day prior notice for withdrawals of \$10 million or more.

<b>Date</b>	<input type="text"/>
<b>Time</b>	<input type="text"/>
<b>Effective date of transfer</b>	<input type="text"/>
<b>Type of transfer (withdrawal/deposit)</b>	<input type="text"/>
<b>Amount of transfer</b>	<input type="text" value="\$"/>
<b>LAIF confirmation number</b>	<input type="text"/>
<b>Contact bank (for deposits)</b>	<input type="text"/>
<b>Bank Representative</b>	<input type="text"/>
<b>Time</b>	<input type="text"/>

**LAIF transaction completed by:**

---