

## Master Transaction Agreement Coming Next Week

**Feb. 1, 2024**

As we [shared with you last fall](#), we are in the midst of a digital transformation. Next week, you will receive an email with the Master Transaction Agreement (MTA) that consolidates 10 current FHLBank Topeka agreements into one electronic document.

A few things you need to know about next week's email:

- The email will come from [fhlbank.topeka@fhlbtopeka.com](mailto:fhlbank.topeka@fhlbtopeka.com) to all member President contacts and Members Only administrators and will include a link to the MTA document itself as well as a link that will take you to Adobe Sign to electronically sign the MTA Enrollment Form, which is a part of the MTA.
- The MTA should be reviewed by your management and board of directors and the MTA Enrollment Form must be signed by the secretary or assistant secretary of your board.
- You will have approximately 90 days to review the MTA and sign the MTA Enrollment Form. The final date will be noted in next week's message.
- The MTA Enrollment Form contains four resolutions that are required to be adopted and recorded by your board prior to its signing.
- The MTA Enrollment Form contains a section for assigning your Member Administrators. You must assign at least two FHLBank Topeka Members Only Member Administrators when completing the form, even if they are your existing Member Administrators.
- The responsibilities of Member Administrators will increase with the introduction of online role/authorization assignments, so please ensure you have the correct individuals identified when completing the MTA Enrollment Form.
- Once your secretary/assistant secretary electronically signs the MTA Enrollment Form, it will automatically send the form back to FHLBank Topeka via Adobe Sign, and you will receive an electronic copy as well.

We are looking forward to the next step in our digital transformation. We hope you are, too. If you have any questions, please contact [FHLB\\_ProdAdmin@fhlbtopeka.com](mailto:FHLB_ProdAdmin@fhlbtopeka.com) or give us a call at 800.809.2733.