

# ICON DISTRIBUTION INSTRUCTIONS

## FOR ACCOUNTS WITH TRUST COMPANY OF AMERICA AS CUSTODIAN

### PRACTICES

Our goal is to provide timely execution of distribution requests. If instructions are deemed clear and all key information has been provided, ICON, at its discretion, may redeem assets when additional documentation may still be needed (i.e. guarantee, different form, etc.). ICON is not responsible for market fluctuation due to delays or for initiating the distribution process. ICON will review and process a request and then forward the documentation to the custodian for approval. Please note, ICON's paperwork requirements can differ from those of the custodian. Therefore, additional paperwork may be required after ICON has already initiated the redemption process. Generally, funds will not be released until all paperwork has been reviewed and approved by both ICON and Trust Company of America.

### ADDITIONAL REQUIREMENTS

To help protect against potential fraudulent requests, an original **Medallion Stamp Signature Guarantee ("Guarantee")** is required when funds are requested in excess of \$50,000, being paid to an alternate payee, or being delivered somewhere other than the address of record. This requirement includes account transfers. Transfers must include a guarantee for both the client's signature and the successor custodian's signature on the letter of acceptance, if applicable. If deemed appropriate by ICON, the distribution process will be initiated utilizing faxed documents; however funds will not be released until the original documents are received in good order. If bank wire or ACH instructions are already on file, ICON in its discretion may release funds prior to receipt of the original documents. **As an added measure, clients and/or their financial representatives may be contacted to validate the distribution instructions. Please be aware that this due diligence could cause a delay in processing.** A Medallion Stamp Signature Guarantee obligates the Guarantor to protect any indemnitee against loss suffered in reliance on a Medallion Imprint when used and can typically be provided by a financial institution. A guarantee is not the same as a notary public.

### DISTRIBUTION FORMS

Select the appropriate distribution form below based on the type of distribution. Please follow the instructions provided in this document and those referenced on the distribution form. If transferring and closing an account with multiple portfolios, only one transfer form is needed. Using multiple transfer documents may result in additional fees being charged to the account. When transferring assets from one portfolio within an account with multiple portfolios, be sure to indicate "partial transfer" and specify which portfolio the assets should be transferred from.

Faxed documents are acceptable. To avoid duplications, originals should not be forwarded unless they are being provided to comply with the guarantee requirements. Requests will be initiated if ICON has determined the instructions to be adequate; however, funds will not be released until ICON has deemed the documents to be in good order.

*Please be aware that a reportable tax event may result from this request and could also require tax withholdings. In some instances, processing a trustee-to-trustee transfer rather than withdrawing the assets could be beneficial.*

### Non Qualified Accounts:

- Non-Retirement Account Distribution Request Form
- Non-Retirement Account Systematic Contribution/ Distribution Request Form

### IRA Accounts:

- EZ-IRA Distribution Request Form
- IRA Beneficiary Distribution Request Form
- IRA Distribution Request Form
- Required Minimum Distributions (RMD) Request Form

### Self-Directed Qualified Plan Accounts:\*

- Custody Only Qualified Plan Distribution Request Form completed by the trustee or by a letter of instruction from the trustee printed on company letterhead. Either document should be accompanied by a copy of their Corporate Resolution.

**\*Contact the trustee directly regarding their paperwork requirements. Distributions will be made payable and delivered directly to the trustee unless the trustee has instructed otherwise and complied with the guarantee requirements.**

### Qualified Retirement Plans:

- Qualified Plan Account Distribution Request Form and a copy of the Corporate Resolution

### 403(b)(7) Accounts:

- 403(b)(7) and 457 Custodial Account Distribution Request

### LIQUIDATION SCHEDULE

Requests are processed every business day. However, due to block trading and holidays this schedule may vary. Requests received prior to 1:00 p.m. Mountain Time will generally be processed on the same business day. All requests received after 1:00 p.m. will be processed on a best efforts basis or the following business day. ICON will not be responsible for any delays or loss in processing due to unclear or incomplete instructions.

### DELIVERY AND FEE INFORMATION

Funds are generally delivered one business day following settlement date. Transfers out in-kind can take up to 4 to 6 weeks. If a delivery option is not elected, the funds will be issued by check and sent regular mail via the United States Postal Service. All applicable fees will be charged for each service and deducted directly from the ICON account. If multiple checks, transfers, wires, etc. are requested, additional fees may apply.

- **Checks: \$10** (Note: This is considered a separate fee from an overnight fee.)
- **Transfers Out via Cash: \$50**
- **Transfers Out In-Kind: \$100**
- **Bank Wire: \$10**
- **ACH: No Fee**
- **Overnight Mail: \$10** for delivery the next business day; **\$50 to \$75** for Saturday delivery. Delivery to certain rural areas may be more expensive and require extra delivery time. For delivery of an overnight package, a signature of receipt is not required unless otherwise requested in writing by the client.

### MAILING INSTRUCTIONS (Requests mailed directly to the custodian will delay processing.)

ICON Advisers, Inc.  
Attn: Client Services Department  
5299 DTC Boulevard, Suite 1200  
Greenwood Village, CO 80111  
Phone: 800-828-4881 Local: 303-790-1600  
Fax: 303-790-8246

*(NOTE: When faxing, please help us to avoid duplicating requests. Do not forward the original documents unless you are providing the original medallion stamp signature guarantee, noting the documents were previously faxed to ICON.)*