



Distribution Request Addendum: Signature Guarantee

CLIENT SERVICES:
5299 DTC Boulevard, 12th Floor
Greenwood Village, CO 80111
(303) 790-1600 Telephone
(800) 828-4881 Toll-Free
(303) 790-8246 Fax

1 GENERAL INSTRUCTIONS

Complete and attach this form to the applicable distribution request document to supply the required Medallion Stamp Signature Guarantee (the Guarantee). The Guarantee is required when a distribution is being made in excess of \$50,000, proceeds are being mailed somewhere other than the address of record or when a redemption check is made payable differently from the account registration (among other reasons).

This requirement has been added to help protect against fraud. In addition to providing a Guarantee, you or your financial representative may be contacted to validate your instructions. Please be aware that this due diligence process could require extra processing time.

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.

You may elect to have these instructions kept on file to accommodate future distribution requests by electing this option in Section 3, Instructions. If you do not elect to keep these instructions on file, future requests will require a new Guarantee.

2 ACCOUNT INFORMATION & SIGNATURES

ACCOUNT TITLE

ACCOUNT NUMBER

All signatures must match those provided on the Distribution Request.

ACCOUNT OWNER OR AUTHORIZED PARTY SIGNATURE DATE

ADDITIONAL SIGNATURE IF APPLICABLE DATE

3 INSTRUCTIONS

- Keep these payee/delivery instructions on file to accommodate future requests without requiring a Guarantee.
- This is a one-time request utilizing these payee/delivery instructions. Future requests to an alternate payee or address will require a new Guarantee.

4 MEDALLION STAMP SIGNATURE GUARANTEE

[MEDALLION GUARANTEE STAMP HERE]

MEDALLION STAMP SIGNATURE GUARANTEE REQUIREMENTS

For your protection, a Guarantee by an eligible signature guarantor may also be required if you request:

- to change account ownership,
- a redemption check made payable to anyone other than the accountholder(s) of record,
- a redemption check mailed to an address other than the address of record,
- a redemption check or wire sent to a bank other than the bank on file,
- a redemption check mailed to an address of record that has been changed within 30 days of your request,
- a redemption for \$50,000 or more, and
- to change bank account information on an account.