DEFINITIONS AND USAGE OF FORMS

General Account Management Forms

Add/Change or Removal of Dealer Authorization Form
Shareholders that wish to change their broker/dealer of record can complete the Add/Change or Removal of Dealer Authorization Form. The form must be signed by all registered owners. A Medallion Signature Guarantee is not required when removing a Dealer/Service Agent and not designating a new one.

Affidavit of Domicile
Shows the residence of decedent at time of death. Affidavit of Domicile may be required when transferring the ownership of a security from a deceased person's name.

Auto-Exchange Form
Set up a systematic plan to exchange funds between your fund accounts.

Automatic Withdrawal Form
Set up a systematic withdrawal from your account and have proceeds sent via check to your address or directly to your bank account.

CD Transfer Form
Here's how to transfer your maturing CD into mutual funds.

Change of Registration Authorization Form
Change your account registration or transfer the title of one or more accounts into the name of a new owner.

- Transfer Ownership Instructions
- Transfer Ownership of an Individual Account — Owner Deceased Instructions
- Transfer Ownership of a Joint Account with Rights of Survivorship Instructions

Change of Address Authorization Form
Change the address of record on your account(s).

Dividend Options Form
Transfer your fund distributions into another account or electronically into your bank account.

Automatic Asset Builder Authorization Form
Set up a systematic investment plan to transfer funds directly from your bank account to your account(s).

Multi-Purpose Certification Form
Permits specific individuals to transact on accounts registered to a corporation, trust, partnership, estate or other entity.

DEFINITIONS AND USAGE OF FORMS

Name Change Form for Individual or IRA Accounts
Change the registration on an existing individual and/or IRA account because of a legal name change.

Payroll Savings Form
Have your paycheck or a portion of it deposited into your account(s).

Power of Attorney Appointment and Indemnification Agreement
Give an individual the ability to make transactions on your account on your behalf.

Redemption Authorization Form
Request a redemption from your non retirement account.

Shareholder Services Form
Add or change services such as distribution options, checkwriting privilege, Automatic Asset Builder, and teleservice privileges on one or more of your accounts.

Stock Power Form
This form should be used to redeem, exchange or transfer title of shares in your account.

Summary Statement Request Form
This form allows you to request duplicate year-end statements for 2011 and prior years

Transfer on Death Registration Form
Establish a Transfer on Death (TOD) registration for a new or existing account or change TOD beneficiaries.