

Merrill  
Merrill Document Processing Center  
3315 Central Avenue  
Hot Springs, AR 71913



Please fax your completed form to:  
866.994.7807

## Cost basis updates

Cost basis is defined as the price at which you purchased/acquired a security, including all commissions and fees. This information is important to you, as it is required information when completing tax returns.

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### Cost basis calculations

If a cost basis is not available for a security, you will see an "N/A" next to that security on the statement.

All cost basis information will be tracked automatically by Merrill for any securities purchased after the account is open.

*NOTE: The information contained in the Capital Gain and Loss section of your annual tax statement is provided by Merrill as a value-added service and is not furnished to the IRS. The IRS has several approved methods for calculating cost basis. The calculation method you choose will affect the amount of the taxable gain or loss reported for the year. You are being required to specify the method you have elected to use on your tax return. Once a method is selected, that method must be used for all shares held in the security. To change the method, the approval of the IRS is required.*

### Capital changes

The cost basis of a security can change due to a stock split, dividend, spin-off or conversion. If any of these changes occur, Merrill will automatically adjust the cost basis for each security purchased at Merrill.

If you need to request a cost basis update, use the form that follows to document the necessary information. Please print this form, fill in the appropriate information, have all account parties sign, and fax/mail to the number/address provided.


Please note that a cost basis that has already been provided on a security purchased through Merrill cannot be changed, except in case of document error. Merrill reserves the right to refuse to change a cost basis if the request is believed to be unsubstantiated.

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