

Guide to completing required documentation

Tenants in Common Account – Both Owners Deceased



Inside you will find a checklist to help you complete and return the required information, detailed instructions on how to complete the documents and a brief description of the purpose of each form.

Guide to completing required documentation

Ensure you return all required information and documents listed below:

- Certified copy of the **Death Certificate** for both account owners
- Enclosed copies of the **Affidavit of Domicile**, both completed and notarized for both account owners
- Enclosed **Letter of Authorization** to distribute assets, signed by the executor(s)
- Letters of Testamentary** OR **Small Estate Affidavit** with visible court seal for both account holders (*dependent on your state; see opposite page for additional details*)

If applicable, also return the information below:

- Tax Waiver** information (*see opposite page for additional details*)
- Enclosed **Change of Address** form
- Enclosed **Client Relationship Agreement**

The forms listed above typically contain adequate information to complete your request. Upon further review, additional information may be required.

Additional instructions for returning documents:

- Write the full account number on the upper right corner of any document you return
- Retain a copy of any document you are providing to Merrill Edge®
- Required documents should be returned to Merrill Edge within 30 days of receipt to ensure timely processing of your request
- Return all documents to:**
Merrill Edge
P.O. Box 29002
Hot Springs, AR 71903-9002
OR fax them to **866.994.7807**

IF YOU HAVE ANY QUESTIONS,

please contact the Ownership Transition Team at **855.450.9015** from 8 a.m. to 8 p.m. Eastern, Monday through Friday, and say "Ownership Transition." For your convenience, please be sure to have the account number available when you call.

Merrill Edge is available through Merrill Lynch, Pierce, Fenner & Smith Incorporated (MLPF&S), and consists of the Merrill Edge Advisory Center™ (investment guidance) and self-directed online investing.

MLPF&S is a registered broker-dealer, Member SIPC and a wholly owned subsidiary of Bank of America Corporation.

Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
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The following is a list of forms that may be necessary to process your Merrill Edge account change. The forms are listed alphabetically with a brief description of the purpose of each. Please use the checklist on the previous page to help ensure that your paperwork is complete.

Affidavit of Domicile

Required to verify residency of the decedent. All fields must be completed. If information is not available for a field, please complete with “not applicable” or “unknown” where appropriate. Notary signature and seal required.

Please note: “State of” and “County of” fields at the top left of the document should be completed with the state and county of residence of the person completing the form (the “Affiant”).

Change of Address form

Required when there is a change in the address to which account documents should be directed.

Client Relationship Agreement

Required in order to maintain the account. Complete only the required sections and fields of the Agreement as listed below:

Client Section

- Client 1 name, date of birth, Social Security number and address
- (If applicable) Client 2 name, date of birth, Social Security number and address

Account Section

- For Single Name accounts, check the following boxes: First Account, Client 1
- For Joint Accounts, check the following boxes: First Account, Client 1, Client 2 and Joint Account Type(s)

Tax Certifications and Acknowledgments Section

- All account holders must sign and date in this section.

Death Certificate

Identifies the deceased client, Social Security number, date of birth, date of death, address and marital status; it must be certified.

Letter of Authorization to distribute assets

Required to authorize the distribution of the assets out of the account, since the existing account must be closed. Must be signed by the executor of the estate.

Letters of Testamentary

Required when an account does not have an assigned beneficiary; indicates from whom Merrill Edge can take instructions; it is a court-issued document. Letters of Testamentary must be dated within 60 days of receipt by Merrill Edge (New York Letters of Testamentary can be dated within six months of receipt by Merrill Edge). Document must state it is “in full force and effect” and bear a visible court seal.

Small Estate Affidavit

Serves in lieu of Letters of Testamentary for certain states; indicates the heir(s) of the estate when the estate is below the statutory requirement for the formal probate process; required to be signed and notarized. Some states require this to be filed with the court.

Tax Waiver Information

Varies by state. Some states place an automatic lien on a decedent’s property for state tax or other purposes. Please contact the appropriate state’s taxing authority for procedures and to determine if the tax waiver is applicable. The below is informational. You should contact your attorney or tax advisor for legal and tax assistance.

Merrill Edge is required to obtain tax waivers if the decedent was legally domiciled in any of the following states:

- **Indiana:** Required unless payment is being made to a surviving spouse or if the client died on or before 01/01/2013.
- **New Jersey:** Required only if the account contains New Jersey corporate securities, including bonds.
- **Ohio:** Required unless the account value on the date of death was under \$25,000 or the account is being transferred to a surviving spouse. Tax Waivers are **not** required for decedents dying on or after 01/01/2013.
- **Pennsylvania:** Required only for Transfer on Death (TOD) beneficiary accounts.
- **Rhode Island:** Required only if the account on the date of death contains Rhode Island corporate securities, including bonds.
- **Tennessee:** Required unless the account on the date of death was held as Joint Tenants with Rights of Survivorship (JTWROS) between spouses or As Tenants by Entirety (ATBE).



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