

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



Bank of America
Corporation

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.

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 Lynch 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 Lynch 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 Lynch will automatically adjust the cost basis for each security purchased at Merrill Lynch.

If you need to request a Cost Basis Update, use the form on the reverse 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 cost basis cannot be changed for a security purchased through Merrill Lynch for which cost basis is already provided except for document error. Merrill Lynch reserves the right to refuse to change a cost basis request if it is believed to be unsubstantiated.


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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