

Outgoing Partial Asset/Gifting Transfer Authorization Letter

Please use this form to complete a partial or gifting transfer of assets from Merrill to your receiving financial institutional account. This form is to be used for non-retirement brokerage accounts, e.g., a Cash Management Account (CMA) or Individual Investor Account (IIA). Please take a moment to review the instructions below.

Important Notes:

This form is intended specifically with transferring securities in-kind to another contra firm. It is not intended for the following:

- Register and Shipping asset to Transfer Agent
- Internal movements between Merrill Accounts
- Cash Transfer

In order to process any of the above activities, please utilize the One time Non-Retirement Distribution form (code: 0597NSB) online, or call into Merrill for potential assistance verbally.

Account information:

Complete a separate form for each Merrill account you are transferring to the receiving firm. *You must complete all information in Section 1 of this form.*

Transfer instructions:

Complete Section 3, specific to your transfer.

- Please be sure to provide the exact share quantity(ies) and description(s) of the securities you would like to have delivered.
- Complete the information pertaining to the firm to which you would like the securities delivered. Movement of certain Low Priced Securities may be subject to restrictions.

Account holder signature(s):

Only one authorized signature is required to sign.

Note: Trust accounts may require all trustees signatures. Refer to your Trust Agreement to determine signature requirements.

Medallion Signature Guarantee (MSG):

Medallion Signature Guarantee (MSG) is required **in all securities transfers valued over \$50K**: However, if the gaining firm is unable to provide the MSG, then every account holder must send in a copy of his or her driver's license. Verbal verification will be required for each account holder to complete the request.

Reminder: Complete form by using DocuSign through MyMerrill, or Mobile EZ Sign through Merrill app on your smart device, or by providing a wet signature. Other electronic signatures will not be accepted. If processing multiple gifts, each gifting form/request requires its own signature page.

Return form:

The return information is included. You may return via regular or overnight mail.

Regular mail:
Merrill Document Processing
PO Box 31024
Tampa, FL 33631-3024

Overnight mail:
Merrill Document Processing
FL1-908-01-36
4909 Savarese Circle
Tampa, FL 33634

Fax to:
1.877.229.7160

Merrill Lynch, Pierce, Fenner & Smith Incorporated (also referred to as "MLPF&S" or "Merrill") makes available certain investment products sponsored, managed, distributed or provided by companies that are affiliates of Bank of America Corporation ("BofA Corp."). MLPF&S is a registered broker-dealer, registered investment adviser, Member SIPC and a wholly owned subsidiary of BofA Corp.

Banking products are provided by Bank of America, N.A. and affiliated banks, Members FDIC and wholly owned subsidiaries of BofA Corp.

Investment products:

Are Not FDIC Insured

Are Not Bank Guaranteed

May Lose Value

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1. Your account information (Required)

Merrill eight-digit account number (one account per form):

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2. Specify the type of Partial Transfer (Required)

Same Name
(single to single in your name)

Non Same Name
(single in your name to joint with your name or vice versa)

Gift
(charitable donation or other gift [i.e., single in your name to a single in another individual's name])

3. Transfer instructions (Required)

A. Receiving firm information (as it appears on the brokerage statement)

Receiving firm name

Receiving firm DTC Number (must be four digits): Do not complete this form if the receiving firm is Merrill.

Receiving account owner name (name as it appears on account)

Receiving firm account number

City

State

ZIP Code

Receiving account owner's street address

City

State

ZIP Code

B. Please accept this letter as your authorization to transfer IN KIND ONLY the following FULL SHARE securities positions (if applicable) held in my above-referenced Merrill account to:

Reminder: This transfer will be processed using first in, first out in regards to tax lots, unless otherwise noted in section 3.B

(Attach additional sheet(s) if necessary. All additional sheets must include client signature(s) and date.)

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4. Signatures/Medallion Signature Guarantee stamp (Required)

Signature Date

Print name and telephone number

Signature Date

Print name and telephone number

Signature Date

Print name and telephone number

Signature Date

Print name and telephone number



Medallion Signature Guarantee stamp

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Estimated Delivery Time Frames

ACAT Transfer Process

Asset type	Delivery method	Estimated delivery time
All assets	All assets NYSE/NSCC members	5 – 6 business days

Non-ACAT Transfer Process

Asset type	Delivery method	Estimated delivery time
Equities	Depository Trust Company (DTC)	15 business days
Government securities	Fedwire/GSCC/PTC	15 business days
Foreign securities	Euroclear/foreign banks	4 – 6 weeks
Restricted securities	Physical/certificate	15 – 20 business days
Option transactions	Option Clearing Corporation	10 – 15 business days
Mutual fund securities	Re-registration via Fund Agent	May take up to 30 business days
Limited partnerships	Re-registration via General Partner depending on their re-registration	3 – 5 weeks

The above anticipated time frames are subject to the delivering firm's capabilities to move assets between financial institutions. Time frames are from date of receipt of instructions by delivering firm and may vary greatly.

Use this form to deliver specific securities from Merrill Lynch, Pierce, Fenner & Smith Incorporated (Merrill) to another financial institution.

