

# Outgoing Partial Asset/Gifting Transfer Authorization Letter



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

- Account information:** Complete a separate form for each Merrill Edge account you are transferring to the receiving firm. *You must complete all information in Section 1 of this form.*
- Transfer type:** Complete Section 2, specific to your type of transfer.
- If you wish to transfer your securities in kind, please select **Option A**.
    - 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.
  - If you wish to transfer cash, please complete **Option B**.
    - Enter the cash amount that you would like delivered from your Merrill Edge account and the gaining account holder's name.
    - Complete the information pertaining to the firm to which you would like the check mailed.
- Account holder signature(s):** The signatures of all account holders are required in Section 4. **Please note:** For gifting requests over \$50,000, a Medallion Signature Guarantee (MSG) is required. 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. An outbound call to each account holder is required for verification purposes and to assist with the processing of your request.
- Return form:** The return information is included. You may return via regular or overnight mail.
- |   |   |
|---|---|
| <b>Regular mail:</b><br>Merrill Edge Transfers<br>PO Box 29076<br>Hot Springs, AR 71903 | <b>Overnight mail:</b><br>Merrill Edge<br>Mail Stop 29076<br>3315 Central Avenue<br>Hot Springs, AR 71913 |
|---|---|

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 ("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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## 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

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 Lynch) to another financial institution.

NON-ACAT TRANSFER PROCESS		
Once received, your request will be immediately entered.		
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

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## 1. Your account information

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

Account title (as it appears on your Merrill Edge statement)

Daytime telephone number

## 2. Gifting transfer instructions

This transfer will be processed using FIFO in regard to tax lots for gifting purposes.

**Please note:** For gifting requests over \$50,000, a Medallion Signature Guarantee (MSG) is required. 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. An outbound call to all account holders is required for verification purposes.

**Check the box below in order for your transfer to be entered as a charitable donation or gift.**

This is a charitable donation or other gift.

## 3. Specify the type of transfer

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

Share quantity (full shares only)

Description of assets/CUSIP/symbol

<input type="text"/>	<hr/>
<input type="text"/>	<hr/>
<input type="text"/>	<hr/>
<input type="text"/>	<hr/>

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

### Receiving firm information (as it appears on your brokerage statement)

Receiving firm name

Receiving firm DTC number (must be four digits)

Account owner name (account title)

Receiving firm account number

**B.** Please accept this letter as your authorization to transfer the following cash balance:

\$

### Receiving firm information

Receiving firm name

Account owner name (account title)

Receiving firm account number

Receiving firm street address

City

State

Zip

# Outgoing Partial Asset/Gifting Transfer Authorization Letter

## 4. Signatures/Medallion Signature Guarantee stamp

Signature

Date



**Medallion Signature Guarantee stamp**

Signature

Date



**Medallion Signature Guarantee stamp**