

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.

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 type: Complete Section 2, specific to your type of transfer.

- If you wish to transfer cash, please complete **Option A**.
 - Enter the cash amount that you would like delivered from your Merrill account and the gaining account holder's name.
 - Complete the information pertaining to the firm to which you would like the check mailed.
- If you wish to transfer your securities in kind, please select **Option B**.
 - 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): The signatures of all account holders are required in Section 4.

Medallion Signature Guarantee (MSG): Medallion Signature Guarantee (MSG) is required in scenarios below:
Partial Asset Transfer— over \$50K in securities and/or over \$100K in cash
Gifting Transfer— over \$50K total value

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 Transfers
PO Box 29076
Hot Springs, AR 71903

Overnight mail:
Merrill
Mail Stop 29076
3315 Central Avenue
Hot Springs, AR 71913

Fax to:
866.994.7807

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Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
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1. Your account information

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

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2. Transfer instructions

- Partial Asset Transfer
- Same name
- Non-same name
- Gifting Transfer
- Charitable donation
- Other gift

3. Specify the type of transfer

A. Please accept this letter as your authorization to transfer the following cash balance: \$

Reminder: Gifting Cash Transfer over \$50K total value or Partial Asset Cash Transfer over \$100K total value require MSG.

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

Receiving firm name

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

Receiving firm street address 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:

Reminders: Medallion Signature Guarantee required for securities transfers that have a total value of over \$50,000.

This transfer will be processed using first in, first out in regard to tax lots, unless notated otherwise in Section 3, B.

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

Movement of certain Low Priced Securities may be subject to restrictions.

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

Receiving firm name

Receiving firm DTC number (must be four digits); not needed if receiving firm is Merrill

Receiving account owner name (name as it appears on account) Receiving firm account number For Further Credit (FFC) number (please check with the receiving firm if there is an internal account number that needs to be referenced on the gifting form)

Receiving account owner's street address City State ZIP Code

Share quantity
(full shares only)

Description of
assets/CUSIP/symbol

Cost Basis Original Purchase
Date & Price (optional)

C. Please accept this letter as your authorization to transfer the following Option(s) contract(s):

Receiving firm information (required fields)

Receiving firm name _____

Receiving firm account number _____

Symbol	Quantity	Expiration Date	Long/Short	Call/Put	Strike Price

Outgoing Partial Asset/Gifting Transfer Authorization Letter

4. Signatures/Medallion Signature Guarantee stamp

Signature

Date

Signature

Date

Print name and telephone number

Print name and telephone number

Signature

Date

Signature

Date

Print name and telephone number

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.

