

## CHANGE OF REGISTRATION GUIDELINES

The following are guidelines to assist you in changing the registration on your account. If you have any questions or need additional registration instructions, please call an Index Funds representative at 1-844-GO-INDEX (464-6339).

In most cases you will need to have your signature Medallion guaranteed to process the registration change. A Medallion signature guarantee is most easily obtained from an institution with which you have a financial relationship. Examples of institutions that provide signature guarantees are Commercial Banks, Trust Companies, Broker/Dealers, Savings and Loans, and Credit Unions. A notary public is not an acceptable guarantor.

### SECTION 1: Individual

Type of account	Re-register to	We require
Individual	Joint Tenants with Rights of Survivorship	<ul style="list-style-type: none"> <li>▪ Change of Registration Form, signed by current account owner, Medallion signature guaranteed.</li> <li>▪ New Account Application.</li> </ul>
Individual	Trust	<ul style="list-style-type: none"> <li>▪ Change of Registration Form, signed by current account owner, Medallion signature guaranteed.</li> <li>▪ New Account Application.</li> <li>▪ A copy of the trust document.</li> </ul>
Individual – <i>Death of Individual</i>	Estate	<ul style="list-style-type: none"> <li>▪ Letter of Instruction signed by the Personal Representative of the Estate, Medallion signature guaranteed.</li> <li>▪ Letters of Testamentary appointing the Personal Representative, dated no earlier than 60 days from the request to transfer.</li> <li>▪ Certified copy of the death certificate.</li> <li>▪ New Account Application.</li> </ul>

### SECTION 2: Joint

Type of account	Re-register to	We require
Joint Tenants with Right of Survivorship – <i>All owners living</i>	Individual, or Joint Tenants with Rights of Survivorship	<ul style="list-style-type: none"> <li>▪ Change of Registration Form, signed by all current owners, Medallion signature guaranteed.</li> <li>▪ New Account Application.</li> </ul>
Joint Tenants with Right of Survivorship – <i>When due to divorce</i>	Individual, or Joint Tenants with Rights of Survivorship	<ul style="list-style-type: none"> <li>▪ Letter of Instruction signed by all current owners of the account, Medallion signature guaranteed OR Certified copy of the divorce decree that states who the owner is.</li> <li>▪ New Account Application.</li> </ul>
Joint Tenants with Right of Survivorship – <i>Death of one owner</i>	Individual, for surviving owner	<ul style="list-style-type: none"> <li>▪ Letter of Instruction signed by the surviving owner, Medallion signature guaranteed.</li> <li>▪ Certified copy of the death certificate.</li> <li>▪ New Account Application.</li> </ul>

### SECTION 3: Trust

Type of account	Re-register to	We require
Trust – <i>Death of a Trustee</i>	Trust – Successor Trustee(s)	<ul style="list-style-type: none"> <li>▪ Letter of instruction signed by all surviving Trustees, Medallion signature guaranteed.</li> <li>▪ Certified copy of the death certificate.</li> <li>▪ Copy of the trust showing the term of the trust by which a successor trustee is appointed at the death of a trustee.</li> <li>▪ New Account Application.</li> </ul>

**SECTION 4: UGMA/UTMA (Uniform Gift/Transfer to Minor Account)**

Type of account	Re-register to	We require
UGMA/UTMA – <i>Minor reaches age of majority</i>	Individual	<ul style="list-style-type: none"> <li>▪ Letter of instruction signed by the custodian verifying that the custodian is aware of the transfer, Medallion signature guaranteed. New Account application, completed by the former minor.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>▪ Letter of instruction signed by the former minor stating that he/she is now the age of majority. New Account Application completed by the former minor. Copy of birth certificate or driver's license.</li> </ul>

**SECTION 5: Name Change**

Type of account	Re-register to	We require
Name Change		<ul style="list-style-type: none"> <li>▪ Letter of instruction signed with both the new name and old name, Medallion signature guaranteed and a copy of marriage certificate or name change document.</li> </ul>

For additional registration changes, please contact an Investor Service Representative at 1-844-GO-INDEX (464-6339).

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