



Virtus Mutual Funds
 PO Box 9874
 Providence RI 02940-8074

Transcript Request

For assistance, please contact us at 1-800-243-1574 or visit our website at Virtus.com

1. Requestor Information

Shareholder Name(s)/Registration	Daytime Telephone Number
Address	Alternate or Cell Phone Number
City, State, ZIP Code	Email Address

2. Transcript Fees

- The last 5 years are free, including the current year.
- \$5.00 per year going back to 1990 per fund/account.
- \$50.00 for available transcripts prior to 1990 per fund/account.

3. Account Information

If you are requesting a complete history but are unsure of the year that the account was opened, please include the approximate year or contact our office for the establishment date prior to submitting your request. Please list ALL fund and account numbers for which you are requesting a complete history. If there is not sufficient space below, please list the additional account information on the back side of this form.

Fund/Account Number	Account Registration	Requested Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Payment & Delivery Instructions

Payment can be made by check, or if you currently hold an active account, the fee can be deducted from the account. If submitting a check, please make your check payable to **VP Distributors, LLC**

Total cost for transcripts: \$ _____

Check Enclosed or Deduct the fee from account number _____

Mail the transcripts to the following address: and/or Fax the transcripts, as follows:

Name _____ Fax Number _____

Address _____ Attention _____

City, State, ZIP Code _____

Overnight delivery is available at a varying rate depending on the weight of the package. Please contact our office at the number listed above and we will be happy to provide you with a quote for the fee.

5. Authorizing Signature(s)

All shareholders named in the account registration must sign and date this form as authorization to process the request.

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____