



### **Paperless Legals**

As Transfer Agent, Virtus Fund Services relies on the **STAMP 2000 Medallion guaranteed signature** of the shareholder or their agent(s) to process certain requests. Virtus uses signature guarantees to protect shareholder accounts from unauthorized transactions. A STAMP 2000 Medallion signature guarantee is available from various financial institutions which are listed below. When a signature is Medallion guaranteed on the request, the guaranteeing financial institution makes certain warranties upon which the transfer agent can rely:

- The signature is genuine
- The signer is an appropriate person to endorse or originate the instruction
- If the signer is the capacity as agent, the signatory has actual authority to act on behalf of the appropriate person
- The signer has legal capacity to sign

Supporting legal documentation (Death Certificates, Trusts, Powers of Attorney, Letters Testamentary or other court appointment of executor or administrator, Affidavit of Domicile, Birth Certificates and Corporate Resolutions) must be presented to and maintained by the guarantor institution, which financially backs the transaction in the event of fraudulent activity.

The following documentation is required by Virtus to accompany the request and will be reviewed:

- Court Orders
- W-9 Form for transfers
- An Inheritance Tax Waiver may be required depending on the decedent's legal residence, date of death and relationship to the claimant. We suggest that you contact the tax agency of the decedent's state of residence to determine if the document is required.
- Appointment of Guardianship or Conservatorship

### **What is a STAMP 2000 Medallion Signature Guarantee and how do they work?**

The guarantees are based on the dollar value of the transaction. If the surety bond of the guarantee is less than the amount of the transaction, your request will be rejected. There is an identification number with a letter prefix on each medallion that indicates the dollar value covered by the guarantor. The amount of the coverage provided with the corresponding prefix is listed below:

<u>Letter Prefix</u>	<u>Coverage Amount</u>
Z	\$14,000,000
Y	\$5,000,000
X	\$2,000,000
A	\$1,000,000
B	\$750,000
C	\$500,000
D	\$250,000
E	\$100,000
F (Credit Unions)	\$100,000

### **When is a Signature Guarantee required?**

You will need to provide a signature guarantee if you are requesting any of the transactions listed below. There may be other situations when a signature guarantee is required. To confirm if one is needed, please contact Mutual Fund Services at 1-800-243-1574.

#### **Redemptions:**

- Over \$50,000
- Checks made payable to someone other than the registered shareholder
- Sending the check to an address other than the address of record
- Wiring funds to a bank other than the banking instructions on record
- Sending the check to an address of record that has been changed within the last 30 days

Transfers:

- Transferring shares to an account with a different registration

### **Where can you get a Signature Guarantee?**

Virtus will only accept original STAMP 2000 Medallion signature guarantees. Photocopies and facsimiles will not be accepted. These may be obtained from Credit Unions, Domestic Banks, Trust Companies, National Securities Exchanges, Registered Securities Exchanges, Savings Associations, Broker/Dealers, Clearing Agencies and Municipal Securities Broker/Dealers. A notarization will not be accepted in lieu of the Medallion stamp.

### **What is a Signature Validation Program (SVP) Stamp?**

Signature Validation Program (SVP) Stamps are used for non-security transactions. A non-security transaction is defined as any commercial transaction that does not pertain to a sale, assignment, transfer or redemption of a security. A single Corporate Surety Bond with a single limit of \$100,000 per occurrence/\$200,000 in the aggregate stands behind the non-security transaction signature validation. These stamps may be obtained from Credit Unions, Domestic Banks, Trust Companies, National Securities Exchanges, Registered Securities Exchanges, Savings Associations, Broker/Dealers, Clearing Agencies and Municipal Securities Broker/Dealers. If you cannot obtain a SVP Stamp, we will accept a STAMP 2000 Medallion signature guarantee in lieu of it. Virtus will only accept original SVP Stamps. Photocopies and facsimiles will not be accepted.

### **When are Signature Validation Program Stamps acceptable?**

Certain Non-Financial Transactions:

- Adding telephone redemption capabilities
- Changing existing or adding new banking information to an account for redemptions
- Adding the checkwriting option
- Adding a Power of Attorney to a registration