



Virtus Mutual Funds  
 PO Box 534470  
 Pittsburgh, PA 15253-4470

**Systematic Withdrawal/  
 Redemption Request**

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

**1. Important Information**

- This form may not be used for IRA or 403(b) accounts with BNY Mellon Investment Servicing Trust Company as custodian.
- The Systematic Withdrawal Plan Option is only available for accounts with at least a \$5,000.00 balance.
- Please use a separate form for each fund and account number.

**2. Account Information**

Shareholder Name	Daytime Phone Number	U.S. Social Security Number
Address	Email Address	
City, State, ZIP Code	Fund and Account Number	

**3. Distribution Options**

**Lump Sum** – Complete this section to take a single distribution from your account. **All shares will be liquidated unless a partial amount is indicated below.** Lump sum distributions are processed at the close of business on the day the request is received in good order. Requests received after 4:00PM Eastern Time will be processed at the next day's closing price.

Amount of distribution:

Partial Distribution of \$ \_\_\_\_\_ or \_\_\_\_\_ shares

**Class C and C1 Shareholders** – Shareholders withdrawing from Class C and C1 shares must indicate whether the sales charge should be taken from the redemption proceeds (gross) or taken from the remaining balance in the account (net). If no indication is made, the distribution will be processed as gross. Class C and C1 shareholders may withdraw up to 1% of their aggregate net investments each month or up to 3% of their aggregate net investments each quarter without incurring the applicable contingent deferred sales charges. Shareholders redeeming more shares than the percentage permitted will be subject to any applicable contingent deferred sales charges.

Distribution proceeds should be calculated as:  Gross  Net

Shareholders using the *Specific Lot Identification Cost Basis Reporting Method*, please provide the appropriate lot information to be liquidated below:

Date of purchase: \_\_\_\_\_ Number of Shares: \_\_\_\_\_  
 Date of purchase: \_\_\_\_\_ Number of Shares: \_\_\_\_\_  
 Date of purchase: \_\_\_\_\_ Number of Shares: \_\_\_\_\_  
 Date of purchase: \_\_\_\_\_ Number of Shares: \_\_\_\_\_

Shareholders may elect a change of cost basis reporting at a transaction level. If this distribution is a one-time override of your elected method, please check the following box:

**Systematic Withdrawal Plan** – Withdrawals will be sent at the frequency indicated below. Shareholders electing this option must have dividend and capital gain distributions reinvested.

Distribution Amount: \$ \_\_\_\_\_ or \_\_\_\_\_ shares

Frequency of distributions:

Monthly  Quarterly  Semi-Annually  Annually Beginning \_\_\_\_\_ (month/year)

I elect to take systematic withdrawals on the \_\_\_\_\_ day of the month. If no selection is made, withdrawals will run on or about the 15<sup>th</sup> of the month.

**4. Delivery Instructions**

**A. Distribution by Mail**

- Name and address on the account
- Special Payee below (Signature Guarantee required)
- Overnight Delivery – Lump sum distributions may be sent by overnight mail using Virtus's courier. A charge of \$14.00 will be taken from the account in addition to the distribution. This option is not available for Systematic Withdrawal Plan distributions.

Special Payee Name

Special Payee Address

**Important Information Regarding Overnight Fee:** If you are requesting to have an overnight fee deducted from your account, due to IRS regulations, fees are now considered taxable and reportable.

**4. Delivery Instructions, continued**

**B. Direct-to-Bank Distributions** (Signature Guarantee required)

→ *One-Time Distribution* - May be sent to your bank electronically using two methods. ACH will be considered the default method if an election is not made. Choose one:

- Federal Fund Wire – Initiates the next business day. Please check with the receiving custodian for alternative payment instructions. Your bank may charge a fee for this service.
- Automated Clearing House (ACH) – Initiates within one to three business days.

→ *Systematic Withdrawal Plan* - Systematic withdrawals will be sent through the Automated Clearing House (ACH) - **IMPORTANT:** *The form must be submitted at least 10 business days prior to the first transaction for the banking information to be properly verified. If the banking information has not been verified prior to the draft, a check will be issued for that payment.*

Please complete the following section and include banking documentation, as indicated below, to have your withdrawals electronically transmitted to your bank account. **The registered shareholder(s) name(s) must appear on the bank account. If the registered shareholder(s) is not listed on the bank account, please contact our office for additional requirements.**

If banking information is provided below, it will automatically be added to the account for future transactions, unless otherwise specified.

**Type of Account:**  **Checking Account** – An original voided check is required. Starter checks and photocopies will not be accepted.  
 **Savings Account** – A letter from your bank, on bank letterhead, signed by an officer of the bank, confirming the banking information is required.

Bank Name	Bank Routing Number	Account Type (Checking or Savings)
Bank Account Holder's Name(s)	Bank Account Number	Bank Telephone Number

**Please note:** *If a delivery method is not selected, you selected a method that requires a signature guarantee and you did not obtain the stamp, or an original voided check is required and we did not receive one, your payment will be issued as a check payable to you and mailed to your address of record. Your delivery method will remain in effect until we receive notice from you requesting a change.*

**5. Authorizing Signature(s)** – All shareholder(s) listed in the account registration must sign below.

No information provided by the Virtus Mutual Funds shall be considered to be or is advice on which I/we may rely as the primary basis for my/our investment decisions. I/We agree that I/we need to make my/our own decisions, with whatever third-party advice I/we wish to obtain, and I/we agree that I/we are not to rely on any information Virtus Mutual Funds is providing as advice that is a primary basis for my/our decisions. I/We expressly confirm, and by signing below, I/we acknowledge, that none of Virtus Mutual Funds, their distributor, their transfer agent, and their affiliates, has made or is making a recommendation, or has provided or is providing investment advice of any kind whatsoever (whether impartial or otherwise), or is giving any advice in a fiduciary capacity with any decision I/we may make to invest or otherwise proceed with Virtus Mutual Funds.

I/We authorize Virtus Mutual Funds to honor any requests made in accordance with the terms of this form and I/we further agree to hold Virtus Mutual Funds, its agents and assigns harmless from acting upon the instructions set forth on this form.

Print Name	Signature	Date
Print Name	Signature	Date

**6. Signature Guarantee**

A **Medallion Guarantee** is required for lump sum distributions that meet the following criteria: Distributions that are being sent to a bank account (not currently maintained on the account), the redemption check is to be made payable to someone other than the shareholder and/or mailed to an address not presently on our records, the distribution exceeds \$50,000.00 or the address on the account has been updated within 30 days.

An **SVP (Signature Validation Program) Stamp\*** is required for the following circumstances: Withdrawals under a Systematic Withdrawal Plan are to be sent to a bank account or mailed in check form to a special payee.

\*In the event your bank or financial institution does not participate in the SVP Stamp program, we will accept a Medallion Guarantee.

A Medallion Guarantee Stamp may be obtained from an eligible guarantor. Eligible guarantors include Commercial Banks, Trust Companies, Savings Associations and Credit Unions, as defined by the Federal Deposit Insurance Act and registered Broker/Dealers.

An SVP (Signature Validation Program) Stamp may be obtained from eligible members of the Medallion Guarantee Program, including banks, Broker/Dealers, credit unions, national securities exchanges, registered securities associations, clearing agencies and savings associations.

**Notarization from a Notary Public is not acceptable.**

**Please contact your financial institution in advance to determine their supporting documentation requirements, if any.**

**Place Stamp Here**

