



Virtus Mutual Funds  
 PO Box 9874  
 Providence RI 02940-8074

**Transcript Request**

For assistance, please contact us at 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**

For each request, the following fees are applicable per shareholder and may include all accounts owned by that individual:

- The last 10 years are free, including the current year.
- \$5.00 per year going back to 1990. This fee will not exceed \$25.00, regardless of the number of years.
- \$50.00 for available transcripts prior to 1990.

**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 **Virtus Fund Services**.

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.

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

**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