

# Transfer of Shares Ownership



- Use this form to transfer shares to a not-for-profit organization or other business account or to transfer shares to an IRA, 403(b) or 457(b) due to a divorce.
- If you intend to transfer Prime Money Market Fund shares to a not-for-profit or other business account, you must exchange your shares into an eligible money market fund prior to the transfer. Please contact us before completing this form.
- If the person or entity receiving the transfer does not have an existing American Century Investments® account, that person or entity must complete the appropriate account application before the transfer can be made.
- If you transfer shares to a not-for-profit organization, and the organization would like to redeem after the transfer is complete, the required number of individuals authorized by the entity's governing documents must complete a *One-Time and Automatic Transactions* form or attach signed redemption instructions to this form.
- **For transfers of covered shares from taxable, non-money market accounts:** The current owner may have chosen a cost basis method other than our default. Once transferred, we will use the default method of Average Cost in reporting cost basis for the newly established account. If a different method is desired, the new owner must complete a *Cost Basis Election Form* or contact us.

**If you have questions about this form, please call a Business Retirement Specialist at 1-800-345-3533.**

**Please print clearly in CAPITAL letters using black ink and sign in step 4.**

## 1 Choose All That Apply

I want to:

- Transfer shares to a church, university or other not-for-profit organization.
- Transfer shares to a corporation or other business account.
- Transfer shares of an IRA, 403(b) or 457(b) to my former spouse due to a divorce.

Specify your account type:

- IRA     403(b)     457(b)

If you have special instructions for your transfer, please complete this form and attach written instructions on a separate sheet.

## 2 Provide Information About Transferring Account

**Print information exactly as it appears on your account statement.**

U.S. Social Security number

**OR**

Employer Identification number

Account owner

### 3 Provide Your Transfer Instructions

Shares may only be transferred into the same fund.

- Specify either the dollar amount or number of shares you wish to transfer. **If no amount is indicated, all shares will be transferred.**
- Provide a "To" Tax Identification number or an account number if you are transferring shares into an existing American Century Investments account.
- If the new account owner does not have an existing account in the fund, leave the "To" account number blank and a new account number will be established.
- To transfer additional accounts, attach a separate piece of paper with your instructions.

**For transfers of covered shares from taxable, non-money market accounts:**

Unless you specify otherwise by attaching instructions, we will use your current cost basis method for the transfer. If you have Average Cost, please indicate if you would like us to transfer your oldest shares first or a percentage of each available tax lot. If no choice is indicated, we will transfer the oldest shares first.

Investors who have Average Cost: Please transfer my shares using the following method:

Oldest shares first     Percentage of each tax lot

**From:**

\_\_\_\_\_  
Fund name or account number

\$

\_\_\_\_\_  
Amount

**OR**

\_\_\_\_\_  
Number of shares

**To:**

\_\_\_\_\_  
Recipient's name

\_\_\_\_\_  
Recipient's Tax Identification number

**OR**

\_\_\_\_\_  
One of the existing account numbers for Recipient

**From:**

\_\_\_\_\_  
Fund name or account number

\$

\_\_\_\_\_  
Amount

**OR**

\_\_\_\_\_  
Number of shares

**To:**

\_\_\_\_\_  
Recipient's name

\_\_\_\_\_  
Recipient's Tax Identification number

**OR**

\_\_\_\_\_  
One of the existing account numbers for Recipient

## 4 Current Owners: Sign Your Name

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All owners must sign. If you are signing for a trust, corporation or other entity, the required number of authorized signers or trustees must sign and you must send proof of your authority to sign, such as the corporate resolution or trust instrument, if it has not already been provided. By signing, you authorize and direct American Century Services, LLC, to transfer these shares.



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**Signature**

**Date**

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**Printed name and title (if applicable)**



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**Signature**

**Date**

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**Printed name and title (if applicable)**



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**Signature**

**Date**

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**Printed name and title (if applicable)**



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**Signature**

**Date**

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**Printed name and title (if applicable)**

## 5 Signature Guarantee (if required)

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**(Required when transferring due to a divorce or transferring \$100,000 or more.)**

A signature guarantee is a warranty by the guarantor that the signature is genuine and that the person signing is competent and authorized to sign.

Many domestic banks, trust companies, credit unions, brokers, dealers, national securities exchanges, registered securities associations, clearing agencies and savings associations can provide a signature guarantee for you. The signature must correspond in every way, without alteration, with the name printed on the current account registration. Each guarantee must be an original ink stamp that states "Signature Guaranteed/Medallion Guaranteed."

**Note: Acknowledgment of signature by a notary public is NOT acceptable.**

**Please affix signature guarantee ink stamp below with appropriate signature, title of officer and date.**

## 6 Employer or Third Party Administrator (TPA) Signature (if required)

403(b) and 457(b) Plan participants: Employer or TPA authorization may be required for this transfer. Please contact the Employer sponsoring your Plan or call a Business Retirement Specialist at 1-800-345-3533 to determine if Employer or TPA authorization is required.

I hereby authorize the transfer requested on this form and confirm the transfer is permitted under the terms of the Employer's Plan.

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Plan name(s)

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Printed name of Employer or TPA representative      Title

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Employer or TPA signature      Date

## 7 New Owner: Sign Your Name (if applicable)

This step must be completed by the new owner only if shares are being transferred from a taxable, non-money market account.

If you are signing for a trust, corporation or other entity, the required number of individuals authorized by the entity's governing documents must sign. If additional signatures are required, attach a separate sheet.

If you have Average Cost as your cost basis method and the shares are transferred at a loss, you accept the Fair Market Value of the shares as of the date of the gift.

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Signature      Date

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Printed name and title (if applicable)

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Signature      Date

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Printed name and title (if applicable)