



# ACCOUNT REGISTRATION CHANGE FORM

Please complete and sign a new Account Application and return it along with this form. Additional legal documentation may be required to reregister certain account types. A Medallion signature guarantee is required in order to reregister an account. This form is not valid for IRA accounts. If you have any questions, please call Shareholder Services at 888.447.4470.

## MAILING INSTRUCTIONS

Please send completed form to:

**Regular Mail Delivery**

Riverbridge Funds  
PO Box 2175  
Milwaukee WI 53201-2175

**Overnight Delivery**

Riverbridge Funds  
C/O UMB Fund Services, Inc.  
235 W. Galena St  
Milwaukee WI 53212

## PART I: ACCOUNT INFORMATION

Please list the fund(s) and account number(s) whose registration is to be changed. If more space is required, please list additional funds in Section V. If all funds in the account will be reregistered, you may write "All" in the space reserved for the fund name.

Fund Name/Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Fund Name/Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Fund Name/Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Fund Name/Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

## PART II: CURRENT ACCOUNT REGISTRATION

Social Security Number/Taxpayer Identification Number: \_\_\_\_\_

Name of Account Owner, Trust or Other Entity: \_\_\_\_\_

Name of Joint Owner, Trustee, Custodian, or Officer: \_\_\_\_\_

Name of Joint Owner, Co-Trustee, or Officer: \_\_\_\_\_

Name of Joint Owner, Co-Trustee, or Officer: \_\_\_\_\_

## PART III: TYPE OF CHANGE

- Change of Name:** Current shareholder is changing name, for example, due to marriage or divorce. Shareholder must sign this form in the name currently registered or listed on this account (see Part II.) If this is a joint account, all current shareholders must sign.
- Trust** (check one below):
  - Change of Trustee due to resignation or other reason not including death of a grantor. All successor trustees must sign this form and the New Account Application. Relevant trust documents must be included with the new Account Application and this form.
  - Transfer into Trust from any account type due to a reason other than death of a grantor. All current shareholders or trustees must sign this form. All trustees must sign the new Account Application. All required forms and relevant trust documents must be received together.
- UTMA or UGMA account** (check one below)
  - Change of custodian. Current custodian must sign this form. If the current custodian is unable to sign this form, the new custodian must state why in Part V and sign this form. New custodian must sign new Account Application.
  - Owner has reached Age of Majority and is reregistering to individual account. Current custodian must sign this form. If the custodian is unable to sign, the owner must state this in section V and sign this form. Owner must sign new Account Application.
- Joint Account:** Add or remove an owner to/from a joint account due to a reason other than death or divorce. All existing account owners must sign this form. All new owners must sign the new Account Application(s). If the account is being divided, specify the exact percentage of shares to be transferred to each owner in Part V. Share lots will be transferred proportionately unless alternative cost basis instructions are provided. Each new owner must submit a separate new Account Application. All required documents must be received together.

**Divorce:** Account is being re-registered due to a divorce. All current shareholders must sign this form. Spouse receiving the assets must sign New Account Application. All documents must be received together. If one shareholder refuses to sign, the spouse receiving the assets must state so in Part V and sign this form.

This transfer applies to \_\_\_\_% of the shares in the account pro-rated from each share lot (unless shares to be transferred are specifically identified in Part V.) Transferred shares will retain all cost basis information.

If the recipient has an existing account with Riverbridge Funds, provide the account number in Part V. If the recipient does not have an existing account, a new Account Application completed by the recipient is required. All documents must be received together.

**Gift** Total number of shares being gifted \_\_\_\_\_. Date of gift or other trade date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

If the gift does not include all shares in the account, list all shares to be gifted specifically by amount and acquisition date in Part V.

If the recipient has an existing account, provide the existing account numbers in Part V. Recipient(s) who do not have an existing account must complete a new Account Application and submit it with this form.

If a recipient's cost basis election is Average Cost, that recipient must include a written affirmation accepting Fair Market Value for Sale at a Loss with the new Account Application. If the affirmation is not provided, gifted shares will be transferred as non-covered shares with an unknown cost basis which is not reportable by the Fund.

If gifts are being made to multiple recipients, provide the above information, as well as the information required in Section VI: New Registration, for all recipients. Gifted shares will be allocated equally among all recipients unless otherwise instructed in Part V.

**Death** Re-registration is due to death of an account owner or grantor of a trust. **Part IV is required.** Date of Death \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Estate:** Account is being re-registered into an estate account. Executor must sign this form and submit a new Account Application.

**Beneficiary of Estate:** Account is being re-registered directly to a beneficiary or beneficiaries of the shareholder's estate. Executor must sign this form; each Beneficiary must complete a new Account Application. All required documents must be submitted together.

**Transfer on Death (TOD):** Account is being re-registered to Transfer on Death (TOD) Designee. Each Designee must sign this form and a new Account Application. Each designee may submit their documents separately.

**Joint Account:** Joint account is being reregistered to a surviving shareholder. Surviving tenant must sign in Part VII. If account is Joint Tenants in Common or Marital Property, executor of deceased tenant's estate must submit an additional Account Registration Change Form and new Account Application for the estate. All required documents must be received together.

**Trust:** Account is being re-registered due to death of a grantor of a trust. Current Trustee(s) must sign this form and submit a new Account Application. If the grantor was the sole trustee, successor trustees may sign this form. All successor trustees also must sign the new Account Application.

#### **PART IV: COST BASIS INSTRUCTIONS FOR RE-REGISTRATION DUE TO DEATH**

Shares being reregistered require cost basis instruction. If the re-registration is due to death of the account owner or a grantor of a trust, re-registered shares may be eligible for a step up in cost basis. If no instructions are provided below, the shares will be transferred as non-covered shares with an unknown cost basis which is not reportable by the Fund. For questions on which cost basis instructions to choose, please consult your tax advisor. Riverbridge Funds are not able to provide tax or investment advice.

**The account is NOT an inheritance.** Shares will be transferred without a step up in basis.

**The account is an individual account or a trust.** Unless otherwise instructed, all share lots acquired prior to the date of death will be stepped up in basis as long-term shares. Any re-registered shares with an unknown basis or acquired after the date of death will be treated as non-covered unknown shares where basis is not reportable by the Fund.

**The account is a joint account and the owners are not spouses.** The deceased shareholder owned \_\_\_\_% of the account prior to death. Unless otherwise instructed, the specified % of shares will be stepped up in basis as long-term shares as of the date of death. Other shares will be transferred without a step up in basis. Any re-registered shares with an unknown basis or acquired after the date of death will be treated as non-covered unknown shares where basis is not reportable by the Fund.

**The account is Joint Tenants with Rights of Survivorship and the owners are spouses who do not reside in a community property state.** Unless otherwise instructed, 50% of shares will be stepped up in basis as long-term shares as of the date of death in FIFO order. Other shares will be transferred without a step-up in basis. Any re-registered shares with an unknown basis or acquired after the date of death will be treated as non-covered unknown shares where basis is not reportable by the Fund.

**The account is Joint Tenants with Rights of Survivorship and the owners are spouses who reside in a community property state.** Unless otherwise instructed, all share lots acquired prior to the date of death will be stepped up in basis as long-term shares as of the date of death. Any re-registered shares with an unknown basis or acquired after the date of death will be treated as non-covered unknown shares where basis is not reportable by the Fund.

**The account is Joint Tenants in Entirety or Marital Property and the owner(s) are spouses.** The deceased shareholder owned \_\_\_\_% of the account prior to death. Unless otherwise instructed, the specified % of shares will be stepped up in basis as long-term shares as of the date of death. Other shares will be transferred without a step up in basis.

**Alternate Cost Basis Instructions:** Provide Alternate Date of Valuation (if different from date of death) here: \_\_\_\_/\_\_\_\_/\_\_\_\_\_.  
**Provide detailed Alternate Share Lot Instructions in Part V.**

**PART V: ADDITIONAL INSTRUCTIONS (INCLUDING SHARE LOT IDENTIFICATION)**

Please continue on an additional sheet if needed

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**PART VI: NEW REGISTRATION**

List the new owners, trust, or other entity, and any additional owners, custodians, or trustees. If there are multiple primary account owners (as in the case of multiple gift recipients or beneficiaries), indicate ‘primary owner’ after the name or provide the information requested for each new owner in Part V. The new Account Application should match the information provided here. Joint Accounts will be Joint Tenants with Rights of Survivorship unless otherwise specified.

New Account or  Existing Account: Provide existing account number: \_\_\_\_\_

Name of Account Owner, Trust or Other Entity: \_\_\_\_\_

Name of Joint Owner, Trustee, Custodian, or Officer: \_\_\_\_\_

Name of Joint Owner, Co-Trustee, or Officer: \_\_\_\_\_

Name of Joint Owner, Co-Trustee, or Officer: \_\_\_\_\_

**PART VII: SIGNATURES AND CERTIFICATION. A Medallion Signature Guarantee is required to reregister an account.**

**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER** (Substitute Form W-9)

Under penalty of perjury, I certify that:

1. The Social Security Number or Taxpayer Identification Number shown on this Application is correct.
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding; or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends; or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. person (including a U.S. resident alien).
4. I am exempt from FATCA reporting.

**Certification Instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

**The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

(If additional signatures are required, please continue on a separate sheet, providing the same information for each signatory.)

Signature of Owner, Trustee, or General Partner: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Capacity (Owner, Trustee, Custodian, Executor, etc): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Signature of Joint Owner, Co-Trustee, Partner: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Capacity (Owner, Trustee, Custodian, Executor, etc): \_\_\_\_\_

Signature of Joint Owner, Co-Trustee, Partner: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Capacity (Owner, Trustee, Custodian, Executor, etc): \_\_\_\_\_

Signature of Joint Owner, Co-Trustee, Partner: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Capacity (Owner, Trustee, Custodian, Executor, etc): \_\_\_\_\_



**Medallion Signature Guarantee (Required)**