DOCUMENTATION REQUIRED TO MANAGE A DECEDENT'S RETIREMENT ACCOUNT

The Documents You Will Need:

1. A letter of instruction signed in ink by an authorized signer with a Medallion Signature Guarantee.* Your letter must include the account number, the account registration and the capacity in which you are acting. In addition, your signature must be in original form, as photocopies are not accepted. Some examples of letters of instruction are below along with the definition of a Medallion Signature Guarantee.

2. Inheritance Tax Waiver, if required by the state of residence. The Inheritance Tax Waiver must be prepared by the county clerk or appropriate state office and display the official state letterhead. Also, the waiver must refer to the specific number of shares in the account as of the date of death. Please contact the decedent's state of residence for specific information regarding that state.

3. Based upon your intentions regarding the shares held in the account:
   - If your intention is to maintain the investment, you will need to provide a completed new account application. For Transfer on Death registrations only, a TOD form is also required.
   - If your intention is to redeem the shares in the account, you will need to submit a copy of your/the Estate's W-9.

Examples of letters of instruction in order to transfer the shares to a new account:

"John Smith is deceased. I, Joan Smith, am the executor for the Estate of John Smith and wish to put all of the assets in an account with my name."

"John Smith is deceased. I, Joan Smith, am the joint owner of the account. Please put all of the assets in an account with my name."

"John Smith is deceased. I, Joan Smith, am the beneficiary of the TOD account. Please put all of the assets in an account with my name."

"For this Joint Tenants account, John Smith is deceased. Joan Smith is also deceased. I am the executor for the Estate of John Smith and wish to put all of the assets in an account in the name of the estate." (This is to be submitted by the executor of the individual most recently deceased; the dates of the deaths of each individual must be included.)

Examples of letters of instruction in order to redeem the shares in the account:

"John Smith is deceased. I, Joan Smith, am the executor for the Estate of John Smith and wish to redeem all proceeds of the account."

"John Smith is deceased. I, Joan Smith, am the joint owner of the account. Please redeem the account and send me all proceeds."

"Please redeem my portion of the TOD account. Karen Smith is deceased."

"John Smith is deceased. I, Joan Smith, am the executor for the Estate of John Smith. Please transfer 50% of the account into an account with my name and redeem the remaining 50% to my sister, Jenn Smith."

"John Smith is deceased. Joan Smith is also deceased. I am the executor for the Estate of John Smith and wish to redeem all of the assets in the account." (This is to be submitted by the executor of the individual most recently deceased; the dates of the deaths of each individual must be included.)

Medallion Signature Guarantee

*Your signature on the letter must be Medallion Signature Guaranteed. The purpose of the Medallion Signature Guarantee is to protect the shareholder against the possibilities of fraud.

A Medallion Signature Guarantee is a signature guarantee by a Guarantor Institution, which is participating in a Signature Guarantee Program recognized by the Securities Transfer Associate (STA). Only STAMP2000 Medallion imprints will be accepted. A Guarantor Institution is a financial institution which guarantees a signature. The financial institution may be a bank, broker/dealer, credit union, national securities exchange, savings association or other type of financial institution.

UGMA/UTMA – Please contact Shareholder Services at 800.548.4539 regarding these accounts.

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2. Inheritance Tax Waiver, if required by the state of residence. The Inheritance Tax Waiver must be prepared by the county clerk or appropriate state office and display the official state letterhead. Also, the waiver must refer to the specific number of shares in the account as of the date of death.
3. Date of death of the IRA owner.
4. Based upon your intention regarding the shares held in the account:
   - If your intention is to maintain the investment, you will need to provide a completed new account application.
   - If your intention is to redeem the shares in the account, you will need to submit a copy of your/the Estate's W-9.

Examples of letters of instruction:

"John Smith is deceased. I, Joan Smith, am the beneficiary (or spouse or default executor) for the Estate of John Smith and wish to transfer the assets in the name of the beneficiary (or spouse or default beneficiary)."

"John Smith is deceased. I am his beneficiary (or spouse or default executor), and I wish to redeem in the name of the beneficiary (or spouse or default executor in full."

Please consult a financial advisor regarding your options as either a spouse or non-spouse beneficiary. Also, consult the financial advisor regarding your account responsibility if the shareholder had begun Required Minimum Distributions.

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Please mail your documentation to:

First Class Mail:
AMG Funds, LLC
P.O. Box 534426
Pittsburgh, PA 15253-4426

Overnight Mail:
AMG Funds, LLC
Attn: 534426
AIM 154-0520
1350 Penn Avenue Suite 102
Pittsburgh, PA 15222

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