ICON DISTRIBUTION INSTRUCTIONS

MAILING INSTRUCTIONS *(Requests mailed directly to the custodian will delay processing.)*

ICON Advisers, Inc. ("ICON")

Attn: Operations Department

5299 DTC Boulevard, Suite 1200

Greenwood Village, CO 80111

Phone: 800-828-4881 Local: 303-790-1600

Fax: 303-790-8246

(NOTE: When faxing, do not forward the original documents unless you are providing the original medallion stamp signature guarantee.)

MEDALLION STAMP SIGNATURE GUARANTEE ("GUARANTEE") REQUIREMENTS

An original guarantee is required when funds are being paid to an alternate payee or are being delivered somewhere other than the address of record. This requirement includes account transfers. Transfers must include a guarantee for both the client's signature and the successor custodian's signature on the letter of acceptance, if applicable. If deemed appropriate by ICON, the distribution process will be initiated utilizing faxed documents; however funds will not be released until the original documents are received in good order.

DISTRIBUTION FORMS

Select the appropriate distribution form below based on the type of distribution. Faxed documents are acceptable; to avoid duplications, originals should not be forwarded unless they are being provided to comply with the guarantee requirements. Requests will be initiated if ICON has determined the instructions to be adequate; however, funds will not be released until ICON has deemed the documents to be in good order.

Non Qualified Accounts:

- Non-Retirement Account Distribution Form
- Non-Retirement Systematic Request Form

IRA Accounts:

- EZ-IRA Distribution Request Form
- IRA Beneficiary Withdrawal Request Form
- IRA Distribution, Rollover, Conversion or Recharacterization Request Form
- IRA Systematic Request Form
- Required Minimum Distributions (RMD) Request Form

Self-Directed Qualified Plan Accounts:

- Custody Only Qualified Plan Distribution Request Form completed by the trustee and a copy of their Corporate Resolution*
- Qualified Retirement Plan Application for Distribution Form completed by the trustee and a copy of their Corporate Resolution*
- A letter of instruction ("LOI") from the trustee printed on company letterhead and a copy of their Corporate Resolution *(An LOI may be provided in lieu of utilizing one of the qualified plan distribution forms.)**

* ***Contact the trustee directly regarding their paperwork requirements. The trustee may contact ICON directly regarding ICON's requirements. Distributions will be made payable and delivered directly to the trustee unless the trustee has instructed otherwise.***

Qualified Retirement Plans:

- Qualified Retirement Plan Application for Distribution Form

403(b)(7) Accounts:

- 403(b)(7) Custodial Account One-Time Distribution, Systematic Distribution, or Rollover Request

LIQUIDATION SCHEDULE

Requests are processed every business day. However, due to block trading and holidays this schedule may vary. Requests received prior to 1:00 p.m. Mountain Time will generally be processed on the same business day when received in good order. All requests received after 1:00 p.m. will be processed on a best efforts basis or the following business day.

DELIVERY INFORMATION

An original guarantee is required when funds are being delivered somewhere other than the address of record. Checks are mailed via the United States Postal Service generally upon settlement date unless another delivery option is requested. Wires, ACH and overnight requests are generally sent on settlement date. The fees indicated below will be deducted directly from the account.

☐ **Bank Wire: $10** *(Note: An original guarantee is required prior to wiring the funds unless the instructions are already on file.)*

☐ **ACH: No Fee** *(Note: An original guarantee is required prior to delivery unless the instructions are already on file.)*

☐ **Overnight Mail:** For delivery of an overnight package, a signature of receipt is not required unless otherwise requested in writing by the client. These requests are $10 for delivery the next business day, and $50 to $75 for Saturday delivery. Delivery to certain rural areas may be more expensive and require extra delivery time. *(Note: An original guarantee is required prior to delivery when being delivered somewhere other than the address of record.)*