

## CHECK REQUEST FORM

Fax toll-free to 866.316.8357. Do not mail if faxing.

### NFS Account Information

Account #: \_\_\_\_\_ Amount of Check: \$ \_\_\_\_\_

Client Name(s): \_\_\_\_\_

Close account?  No  Yes (If yes, choose from below. If neither is checked, we will default to the Core Money Market Closeout option.)

**Core Money Market Closeout** – Allows month-to-date accrued dividends to be paid to the accountholder. This eliminates residual dividends from posting to the account by releasing the current money market balance plus all accrued interest to date.

**Please note:** If trade pending, request will be processed the day after settlement (*settlement date + 1*). Check will be released **one business day after request is processed**. Regular mail is the **only** delivery option for the core money market closeout.

**Principal Distribution** – Available funds will be released today. If any accrued dividends exist, the account will be credited the last business day of the month, at which time a residual request must be submitted to bring the account to a \$0 balance.

### Payment Instructions (Check all that apply. If no selection is made, the check will automatically be issued to the name and address of record.)

- Pay from available funds                       Pay from margin (borrowing from margin)  
 Send check per Payee Information below       Send check payable to name and address of record

### Payee Information

Make payable to: \_\_\_\_\_ For the benefit of:\* \_\_\_\_\_

For credit to account #:\* \_\_\_\_\_  Check here if this account is not yet established.

Delivery address: \_\_\_\_\_

\*Required for all checks payable to a business or an institution. This request will not be processed with missing information.

### Delivery Method and Fees:

- Regular Mail (No Charge)  
 UPS 2-Day Delivery (\$10)\*\*  
 UPS Overnight Mail (\$15)\*\*  
 UPS Overnight – Saturday Delivery (\$35)\*\*

### Charge Delivery Fee to: (Client will be charged if none are checked.)

- Client  
 Representative's Commission  
 Representative's UPS Account #: \_\_\_\_\_ – \_\_\_\_\_

\*\*Delivery fees not applicable when a representative's UPS account is provided. \*\*Not available for Core Money Market Closeout disbursement.

**A client signature(s) is required if payable to a third party, sent to an alternate address, or if the amount is greater than \$99,999.99. If funds are to be released from an UTMA/UGMA account, I (we) acknowledge that the proceeds will be used for the benefit of the respective minor.**

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Tenant/Co-Trustee (if applicable)

\_\_\_\_\_  
Date

### Representative's Signature (optional)

\_\_\_\_\_  
Representative's signature not accepted in place of required client signature(s).

\_\_\_\_\_  
Representative #

\_\_\_\_\_  
Date