

# Transfer on Death Supplemental Registration Form



- To be completed ONLY for Transfer on Death registrations
- If this form is being used in conjunction with an account application to establish a new account, please attach it to the application.
- If this form is being used alone, please mail the completed form to: FIS Investor Services

Attn: Victory Funds Shareholder Services Department  
P.O. Box 182593, Columbus, OH 43218-2593

## Section 1. Fund Selection

\_\_\_\_\_  
FUND FAMILY NAME

\_\_\_\_\_  
PORTFOLIO NAME

\_\_\_\_\_  
ACCOUNT NUMBER(S) [IF KNOWN]

\_\_\_\_\_  
PORTFOLIO NAME

\_\_\_\_\_  
ACCOUNT NUMBER(S) [IF KNOWN]

\_\_\_\_\_  
PORTFOLIO NAME

\_\_\_\_\_  
ACCOUNT NUMBER(S) [IF KNOWN]

## Section 2. Shareholder Information

\_\_\_\_\_  
SHAREHOLDER NAME(S)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
SPOUSE'S NAME\*

\*If not married, check box. On individual accounts where the spouse is not the beneficiary, the spouse MUST complete Section 4 on the reverse side of this form.

## Section 3. Beneficiary Information Primary Beneficiary

\_\_\_\_\_  
BENEFICIARY NAME PERCENTAGE

\_\_\_\_\_  
BENEFICIARY SOCIAL SECURITY NUMBER

\_\_\_\_\_  
BENEFICIARY ADDRESS

\_\_\_\_\_  
BENEFICIARY CITY/STATE/ZIP

## Secondary Beneficiary

\_\_\_\_\_  
BENEFICIARY NAME PERCENTAGE

\_\_\_\_\_  
BENEFICIARY SOCIAL SECURITY NUMBER

\_\_\_\_\_  
BENEFICIARY ADDRESS

\_\_\_\_\_  
BENEFICIARY CITY/STATE/ZIP

*\*Up to three beneficiaries per registration are permitted. The information requested in Section 3 must be received for each beneficiary.*

## Section 4. Authorization of TOD Registration

Signature guaranteed instructions must be received from the owner(s) to change or revoke a beneficiary designation. Until the owner(s) dies, the beneficiary has no rights in the shares and no instructions can be accepted from, other account information provided to, such beneficiaries.

The Transfer on Death registration is not valid for all fifty states; therefore, when an account owner(s) relocates to another state, the TOD registration may become invalid. Such accounts would be re-registered with either an individual or joint status; the TOD designation would be removed.

Upon the death of the sole or last joint owner, the shares become property of the TOD beneficiary. The beneficiary must survive the owner to be entitled to the shares; if the beneficiary does not survive the owner(s), the beneficiary's estate would not be entitled to the shares, and the shares would then become property of the deceased owner's estate. If the beneficiary survives the owners, but is not alive when the transfer request is received, the shares become property of the beneficiary's estate.

To transfer shares to the beneficiary, the following must be received in good order: a certified death certificate for owner(s), signature guaranteed instruction form from all beneficiaries, and completed new account application by each beneficiary. If the beneficiary is a minor or incompetent, a parent, guardian, or conservator must submit an affidavit attesting that the beneficiary survived the owner. The person(s) supplying the affidavit must indicate their relationship to the beneficiary, and the affidavit must be signature guaranteed. Further instructions, such as court documents, may be needed to complete the change of ownership.

Before signing, carefully review the above information for accuracy and the TOD rules described above, as they will be binding upon your heirs, representatives, and assigns. It is recommended that you seek the advice of an attorney with respect to the legal consequences of signing this form.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SHAREHOLDER SIGNATURE(S)

Spouse MUST sign below if NOT named as beneficiary in Section 3.

I hereby consent to the beneficiary designation stated above in Section 3 of this form.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SPOUSE'S SIGNATURE

## Medallion Signature Guarantee\*

A signature guarantee is not needed if the form is being completed at the same time an application is submitted to open account. For changes to existing accounts, a signature guarantee is required. The signature(s) to be guaranteed must correspond with the name(s) written on this form in every particular. The signature must be guaranteed by a commercial bank, broker, dealer, trust company, credit union, savings and loan association, securities exchange, or association or clearing agency.