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**TRANSFER ON DEATH  
(TOD) REGISTRATION  
REQUEST FORM**



**SYMONS**  
CAPITAL MANAGEMENT

Use this **Transfer On Death Registration Form** to name a beneficiary on your account. If you have any questions regarding this form, please call Shareholder Services at 1-877-6SY-MONS (877-679-6667).

**PART I: REGISTRATION DATA (\*Denotes Required Information)**

New Account

Existing Account

\_\_\_\_\_  
Account Number (if known)

\_\_\_\_\_  
Name on Account\*

\_\_\_\_\_  
Date of Birth\*

\_\_\_\_\_  
Social Security Number\*

\_\_\_\_\_  
Name (if JTWR0S or TEN ENT)\*

\_\_\_\_\_  
Street Address (Physical Address)\*

\_\_\_\_\_  
Apartment #

\_\_\_\_\_  
City\*

\_\_\_\_\_  
State\*

\_\_\_\_\_  
Zip Code\*

\_\_\_\_\_  
Mailing Address (if different from above)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Daytime Phone\*

\_\_\_\_\_  
Evening Phone

*For mailing outside of U.S., provide:*

\_\_\_\_\_  
Country of Residence

\_\_\_\_\_  
Province

\_\_\_\_\_  
Foreign Routing/Postal Code

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**PART II: BENEFICIARY DESIGNATION**

_____ Beneficiary's Name* (First, M.I., Last)		_____ Date of Birth*	_____ Social Security Number*	
_____ Street Address (Physical Address)*		_____ Apartment #	_____ City*	_____ State*
_____ Mailing Address (if different from above)		_____ City	_____ State	_____ Zip Code

The undersigned, residents of the state indicated above, have read and understand and agree to be bound by the attached Guidelines for TOD Registration and hereby instruct Symons Institutional Funds and its transfer agent to register the accounts listed above, in transfer on death form, subject to the TOD regulations of the Securities Transfer Association as now or hereinafter in effect, for the benefit of the beneficiary designated above. Each of the undersigned hereby agrees to indemnify Symons Institutional Funds and its transfer agent against any loss, claim, or expense (including reasonable attorney's fees) to the extent that any transfer on death effected pursuant to these instructions is alleged or found for any reason to have been invalid or ineffective for any reason, and Symons Institutional Funds and/or its transfer agent will be entitled to attach or debit the account of the TOD beneficiary to the extent necessary to enforce their rights to this indemnity.

Note: The signatures of the account owners must be guaranteed by a financial institution of the type described in the Fund prospectus if changing the registration of an existing account.

<u>  X  </u> _____	_____	<u>  X  </u> _____	_____
Signature of Owner	Date	Signature of Owner	Date

**Spousal Waiver for accounts established individually by an owner who is married**

The undersigned spouse of the above-designated account owner hereby consents to the terms and conditions of these instructions.

<u>  X  </u> _____	_____	_____
Signature of Spouse	Date	Printed Name of Spouse

**GUIDELINES FOR TRANSFER ON DEATH (TOD) REGISTRATION**

**Eligible Owners**

The Transfer on Death (TOD) registration format can only be used for (1) sole owner accounts for natural persons, and (2) natural persons holding the shares as joint owners with rights of survivorship (i.e., JT WROS or TEN ENT). TOD registration is not available for nonnatural persons (e.g., corporations, trusts, associations), tenants in common or community property registrations.

**Eligible Beneficiaries**

The beneficiary on a TOD registration can be a natural person or other entity such as a trust, corporation or guardianship. If more than one beneficiary is designated on the TOD account, upon the death of the last surviving account owner(s) the surviving beneficiaries will be considered to own a proportionate share of the account. Custodians under The Uniform Transfers to Minors Act are permitted beneficiaries in a TOD registration. Custodians under the Uniform Gifts to Minors Act are not permitted beneficiaries in a TOD registration (because the UGMA only applies to gifts made during the lifetime of the account owner). No designation such as Lineal Descendants or Lineal Descendants Per Stirpes are permitted. Until the account owner(s) dies, the named beneficiary has no rights in the shares in the TOD account and no instructions can be accepted from, or information provided to, such beneficiary. If the beneficiary fails to survive the account owner, the account will be treated as belonging to the owner's estate. If the beneficiary survives the owner but is not alive at the time the shares are presented for transfer, the shares become part of the beneficiary's estate.

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**Transfer and Revocation During Life of Owner(s)**

The owner(s) of the account may change or revoke the TOD registration with clear written instructions to Symons Institutional Funds, c/o Ultimus Fund Solutions, LLC., P.O. Box 46707, Cincinnati, OH 45246-0707. If there are outstanding share certificates for the TOD account, the certificate must be properly endorsed by the surviving owner(s) with their signatures guaranteed by a financial institution of the type described in the Fund prospectus. In addition, the surviving owner(s) must provide the Fund and its transfer agent with evidence of the death of the deceased co-owner (certified death certificate) and inheritance tax waivers and/or affidavits of domicile of the deceased co-owner, if applicable.

*Neither the Fund or its transfer agent are responsible for determining the tax and legal consequences to you concerning your decision to register your fund shares in TOD form. Neither the Fund nor its transfer agent shall be responsible to a designated TOD beneficiary for dividends or distributions in respect of share registered in TOD form paid after the owner's death but before the transfer of such shares to the designated beneficiary.*

**Future changes in These Guidelines.** These guidelines are subject to change by Symons Institutional Funds and its transfer agent in response to changes in TOD statutes as adopted in several states and in the Securities Transfer Association's TOD Rules.

**MAILING INSTRUCTIONS**

Please send completed form to:

**Regular Mail Delivery**  
Symons Institutional Funds  
P.O. Box 46707  
Cincinnati, OH 45246-0707

**Overnight Mail Delivery**  
Symons Institutional Funds  
225 Pictoria Drive, Suite 450  
Cincinnati, OH 45246