





<u>Instructions</u>: This document should be completed when a Participant would like to redeem the full balance of the Account plus the dividend accrued. Submit this form through Connect, or fax or mail this form to the fax number or address at the bottom of the page.

PARTICIPANT INFORMATION: (All fields in this section must contain Participant information ONLY.)

Participant Name:					TIN:		
NICID A	(Name that ap	e that appears on Pool records)			(Taxpayer Identification Number)		
NCIP Account Number:							
Does this Account have a Trustee?	No Yes	(If yes, pl	lease have an auth	orized Contact from the T	rustee sign below.)		
TRANSACTION REQUEST:							
FULL REDEMPTION WITH DIVID NCIP Client Services Group will <u>n</u> will send the total remaining bala	ot close the Ac	count listed	above. The Acc				
EXISTING BANKING INSTRUCTION							
The ACH or wire instructions reference Setup or ACH Setup form.	ced below mu	st already e	exist with the Po	ool. To set up new inst	tructions, complet	te and submit either the Wire	
Transaction Type:	WIRE	ACH	Transfer to	another NCIP Account:	(Please li	st the NCIP Account #)	
ABA Routing Transit Number:						st the NCIP Account #)	
*Additional Details:							
Final Closeout Amount:	(Pool U	so Only)					
	(2001 C	se Only)					
SIGNATURE: (Please have a Contact aut	horized per Pool	records sign I	below.)				
 This section must be signed by either: a Contact who is currently auth an individual who is appointed Schedule C, etc.) evidencing ap 	to an authorized	position. Ple	ease include docun	nentation (board minutes,	, resolution, fiduciary	y agreement, officer's certificate,	
Authorized Signature		Date			Phone #		
Print or Type Name of Authorized Signat	ory	Title/Po	osition		Email Addre	ess	

Any document contai	ning sensitive information received by	email will ı	not be accepted. Please send b	y uploading	through Connect, fax, or mail
SEND VIA CONNECT:	Log in to Account Access	FAX TO:	NCIP Client Services Group	MAIL TO:	NCIP Client Services Group
Existing Connect	Click Secure Contact		1-888-535-0120		P.O. Box 11813
Users Only	Select file to upload - Send message				Harrisburg, PA 17108

POOL USE ONLY				
V2021.04	INITIALS			
Processed				
Confirmed				

When an Account is closed, the Account is placed into an inactive status. Accounts may also be placed into an Inactive status if there is no balance or transactions for 366 consecutive days. Inactive Accounts may be reactivated within 365 days of being placed into an Inactive status. Participants should verify Account information such as addresses, statement recipients, and authorized Contacts on file when reactivating any Accounts. If the Account is in an Inactive status for 366 consecutive days it may not be reactivated for any reason.