

**LEGG MASON FAMILY OF FUNDS**

# Required Paperwork & Change of Ownership Guide

*Below is a list of account types and corresponding paperwork to be submitted for each. All forms, agreements and disclosure statements are available at [www.franklintempleton.com](http://www.franklintempleton.com) or by calling Shareholder Services at 1-800-625-4554, Monday through Friday, 8:00 am – 5:30 pm (ET).*

**INDIVIDUAL, JOINT OR UGMA/UTMA**

- Application for Investment

**TRANSFER ON DEATH (TOD)**

- Application for Investment

**TRUST**

- Application for Investment
- First and last page of Trust document

**TRADITIONAL, ROTH OR ROLLOVER IRA**

- IRA Application and Adoption Agreement

**SEP IRA**

- IRA Application and Adoption Agreement
- IRS Form 5305-SEP

**SIMPLE IRA**

- Simple IRA Application

**COVERDELL ESA**

- Coverdell Education Savings Account Application

**C CORPORATION**

- Business Entity Account Application
- Certified Articles of Incorporation (or Registered Articles of Incorporation, Certificate of Incorporation, or Government-issued Business License)

**S CORPORATION**

- Certified Articles of Incorporation (or Registered Articles of Incorporation, Certificate of Incorporation, or Government-issued Business License)

**PARTNERSHIP**

- Business Entity Account Application
- Certified Partnership Agreement (or Government-issued Business License) dated within the last 6 months

**SOLE PROPRIETORSHIP**

- Business Entity Account Application
- Letter on company letterhead attesting to Sole Proprietorship
- Government-issued Business License dated within the last 6 months

**CONTACT INFORMATION (INCLUDING CUSTOMER COMPLAINTS)**

<b>Mail:</b>	<b>Postal address</b> Franklin Templeton P.O. Box 534447 Pittsburgh, PA 15253-4447	<b>Overnight carrier address</b> Franklin Templeton Attention: 534447 500 Ross Street, 154-0520 Pittsburgh, PA 15262
<b>Phone:</b>	To speak with an investment professional regarding any of our funds, please call toll-free: 1-800-625-4554, Monday through Friday, 8:00 am – 5:30 pm (ET)	
<b>Fax:</b>	1-833-751-5146	
<b>TeleFund:</b>	To access our telephone account management service, please call toll-free: 1-877-6LMFUNDS (1-877-656-3863)	
<b>Internet:</b>	<a href="http://www.franklintempleton.com">www.franklintempleton.com</a>	

**LLC**

- Business Entity Account Application
- Partnership/Membership Agreement (or Government-issued Business License) certified within the last 6 months

**SELF-TRUSTEED RETIREMENT PLAN**

- Business Entity Account Application
- Retirement plan document

**ESTATE**

Contact Shareholder Services at 1-800-625-4554 to discuss your specific situation before submitting the following paperwork.

- Business Entity Account Application
- Court Appointment Papers (or Letters of Administration or Letters of Testamentary).
- Change of Ownership form; Medallion Signature Guarantee is required.

**ENDOWMENT**

- Business Entity Account Application
- Business Certificate of Agreement (or License to Operate, registration as Tax-Exempt with a state or federal government)

**FOUNDATION**

- Business Entity Account Application
- Business Certificate of Agreement (or License to Operate, registration as Tax-Exempt with a state or federal government)

**BANK OR FINANCIAL INSTITUTION**

- Business Entity Application only

**TRUST COMPANY**

- Business Entity Application only

**INVESTMENT COMPANY**

- Business Entity Account Application
- Publically Traded Corporation requires NASDAQ symbol only, otherwise Articles of Incorporation or Business License

**GOVERNMENT ORGANIZATION**

- Business Entity Application only

**TAX-EXEMPT ORGANIZATION**

- Business Entity Account Application
- Letter on letterhead indicating, and signed by, those persons authorized to act for entity
- Certified Articles of Incorporation/Partnership Agreement (or Government-issued Business License) dated within the last 6 months
- IRS 501(c) letter

**INTERNATIONAL ORGANIZATION**

- Business Entity Account Application
- Government Issued Business License

**SECURITIES/COMMODITIES BROKER OR DEALER**

- Business Entity Application only

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## CHANGE OF OWNERSHIP REQUIREMENTS

*Additional paperwork may be required to change ownership of an existing Legg Mason Funds account. Please contact Shareholder Services at 1-800-625-4554, Monday through Friday, 8:00 am – 5:30 pm (ET) if you have any questions or if your specific registration change is not listed below.*

**Please note: Change of Ownership form requires a Medallion Signature Guarantee (MSG). You can obtain a Medallion Signature Guarantee from most banks, savings institutions, broker/dealers or financial institutions.**

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### INDIVIDUAL TO JOINT ACCOUNT

- Application for Investment signed by all Account Owners
- Change of Ownership form signed by current Account Owner

### INDIVIDUAL ACCOUNT TO ESTATE ACCOUNT DUE TO DEATH OF ACCOUNT OWNER

Decedent's assets may need to be moved into an Estate Account prior to allocation or distribution.

- Certified original copy of Account Owner death certificate may need to be provided when obtaining Medallion Signature Guarantee from your financial institution.
- Court Appointment Papers, Letter of Administration, or Letters of Testamentary stating the executor of the Estate are required. You may need to provide this when obtaining Medallion Signature Guarantee from your financial institution.
- If requesting to distribute the account immediately:
  - IRS Form W9 is required (available from [www.irs.gov](http://www.irs.gov)).
- If requesting to maintain the account with Franklin Templeton:
  - Executor must complete and sign a Business Entity Application to open an Estate Account
  - Executor must sign the Change of Ownership form indicating capacity and must be Medallion Signature Guaranteed to move assets to the new account registered in the new Account Owner(s) name(s).

### ESTATE ACCOUNT TO INDIVIDUAL ACCOUNT

- New Account Owner(s) must complete and sign an Application for Investment to open a new account.
- Executor must sign the Change of Ownership form indicating capacity and must be Medallion Signature Guaranteed to move assets to the new account registered in the new Account Owner(s) name(s).

### JOINT ACCOUNT TO INDIVIDUAL ACCOUNT DUE TO DEATH OF AN ACCOUNT OWNER

- Application for Investment signed by the new Account Owner
- Change of Ownership form signed by the Surviving Account Owner
- Certified copy of the Account Owner's death certificate may need to be provided when obtaining Medallion Signature Guarantee from your financial institution.

### JOINT ACCOUNT TO INDIVIDUAL ACCOUNT DUE TO DIVORCE

- Application for Investment for each Account Owner maintaining an account with Franklin Templeton
- Change of Ownership form signed by all Account Owners
- Certified Court Order that details the allocation of assets, or court-issued divorce decree

### UGMA/UTMA CUSTODIAL ACCOUNT TO INDIVIDUAL ACCOUNT (MINOR NOW LEGAL AGE IN STATE OF RESIDENCE)

- Application for Investment signed by the former Minor
- Change of Ownership form signed by the Custodian or former minor with Medallion Signature Guarantee
- A certified copy of the former minor's birth certificate may be required to obtain a Medallion Signature Guarantee by your financial institution.

### INDIVIDUAL OR JOINT ACCOUNT TO A TRUST ACCOUNT

- Application for Investment signed by all Trustees
- Change of Ownership form signed by all Individual or Joint Account Owners
- First and last page of the Trust document

### REMOVING A TRUSTEE FROM A TRUST ACCOUNT DUE TO DEATH OF TRUSTEE OR RESIGNATION

- Application for Investment signed by new Trustee(s)
- Change of Ownership form signed in their capacity by new Trustee(s)
- First and last page of the Trust document, including an excerpt from the Trust document that identifies the trustees may need to be provided when obtaining Medallion Signature Guarantee from your financial institution

### IRA ACCOUNT OWNER PASSES AWAY

- IRA Application for each beneficiary
- Change of Ownership form for each beneficiary
- Certified original copy of the Account Owner's death certificate may need to be provided when obtaining Medallion Signature Guarantee

### IRA DISTRIBUTION DUE TO DIVORCE

- IRA Application signed by the former spouse
- Change of Ownership form signed by Account Owner and former spouse
- Certified Court Order that details the allocation of assets, or court-issued divorce decree