Medallion Signature Guarantee Program Checklist

Medallion Signature Guarantee covers securities transactions only. Each person requesting a Medallion Signature Guarantee must be an RBFCU member with an account opened for a minimum of six months. **There is a $25 per visit fee for this service.**

The Medallion Signature Guarantee Program provides a Medallion imprint to guarantee the signature(s) of a named owner(s) for the sale, assignment, transfer or redemption of securities. Stocks, bonds, mutual funds and some annuity transactions often require a Medallion Signature Guarantee.

To Obtain a Medallion Signature Guarantee, Please Provide the Following:

- Your RBFCU Account Number.
- Your current, non-expired government-issued identification. If there is more than one owner on the securities, all owners will need to be present at the same time and show current, non-expired government issued identification.
- Your completed documents. Documents with corrections or that are incomplete cannot be signature guaranteed. ***Do not sign your completed form(s). You will sign your form(s) when you get the Medallion imprint*** .
- Documents titled in the name of a non-personal entity requires the entity to maintain an active membership.
- Your most recent securities account statement, showing ownership, account number and value of the security. ***Statement must be within 90 days, cannot exceed the limit of $1,000,000, and transactions cannot be split.***
- Your stock certificate, if applicable. If the transaction relates to stock, the guarantor must verify the current value of the stock through a reliable source.
- *If applicable* , your securities letter of intent and written instructions for your securities from a brokerage firm. The instructions need to state what must be contained in the letter, who should sign the letter, and that the signatures must be guaranteed.
- Proof that you are the appropriate person to sign in a capacity other than owner (if you are not the owner of the security). This may include Power of Attorney documents, Trust Agreements, Death Certificates, Letters of Office and Corporate Resolutions.

Ensure there is a designated box near the signature area for the Medallion Signature Guarantee. When a separate box is not provided, your document(s) could be rejected by the institution that requires the Medallion imprint.

Under the Medallion Signature Guarantee Program, RBFCU may retain copies or documentation of all documents and forms examined and signed.

RBFCU may ask for additional documentation, other than listed above, or consult with legal counsel, if necessary.

RBFCU also may decline to provide a Medallion Signature Guarantee if documentation and/or forms provided are insufficient to determine the appropriate person to sign.

RBFCU has the right to refuse a Medallion request at our discretion, even if all required documents are provided.