



Medallion Signature Guarantee Program Checklist

The Medallion Signature Guarantee program covers securities transactions only and is available at all CODE Credit Union locations. The Medallion Signature Guarantee Program is not for use on non-security events. These include, but are not limited to, account maintenance changes, beneficiary changes, or authorization for wire transfers.

The Medallion Signature Guarantee Program provides a Medallion imprint to guarantee the signature(s) of a certified owner(s) for the sale, assignment, transfer, or redemption of a security. Stock, bond, mutual fund, and some annuity transactions often require a Medallion Signature Guarantee.

TO OBTAIN A MEDALLION SIGNATURE GUARANTEE AT CODE CREDIT UNION BRING THE FOLLOWING:

- Your CODE Credit Union member number
- Your current, non-expired government issued identification. If there is more than one account owner, all owners 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 forms when you are getting the Medallion imprint.*
- Your most recent account statement, showing ownership, account number, and value of the security.
- 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.
- Your letter of intent and written instructions from a brokerage firm, if applicable. 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 – such as Power of Attorney, Trustee, Executor, beneficiary, or on behalf of a club or business – 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 Certificate, Letters of Office, and Corporate Resolutions.

Check to see there is a blank box in proximity to the signature(s) area designated for the Signature Guarantee. When a separate box is not provided, proof of authenticity may be affected, and your document(s) could be rejected by the financial institution that requires the Medallion imprint.

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

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

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