



# GOLDSTAR

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## TRUST COMPANY

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RE: **Change of ownership due to the death of an owner of a bond (Tenants in Common)**

Dear Sir or Madam:

Please provide the following items in order to change (“transfer / re-register”) ownership of the bond(s):

1. An original or “certified” copy of the death certificate.
2. A certified copy of the court appointment of executor / representative of the estate.
  - A certified copy of the document (also known as letters of testamentary, short certificate, or letters of administration) that identifies an individual’s estate executor or representative.
    - ❖ The copy must have been certified as a true copy by a judge or clerk of the court of proper jurisdiction no more than 60 days before GoldStar receives the “re-registration” instructions.

or,

A copy of the will, including all codicils, certified under the seal of probate court.

3. The original bond(s) or acknowledgement of book entry(ies) with the transfer instructions on the back completed, signed and dated by the executor / representative and surviving owner(s) of the bond.

*The transfer instructions must include the following:*

- 1) Name(s) of the new owner(s) of the bond.
  - 2) Address to send all checks and correspondence.
  - 3) Social Security Number of the new owner of the bond (provide the number of the first person listed if there are multiple owners)
- ❖ A **Medallion Stamp Signature Guarantee** must be obtained by the executor / representative and the surviving owner(s) for the transfer to be processed.
  - ❖ A Medallion Stamp Signature Guarantee can be obtained only from an authorized officer of a member bank of the Federal Deposit Insurance Corporation (FDIC), a trust company, or a member of a domestic stock exchange. **A notary public cannot provide a signature guarantee.**

Once the above documents are received, a new acknowledgement of book entry for each bond being transferred will be mailed to the new owner(s) at the address provided in the transfer instructions.

Please call our Investor Services Department at (800) 486-6888 if you have any questions regarding this matter.

Sincerely,

Investor Services Department