

# Certification of Authorized Signers and CheckWriting Service



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Use this form to notify us of changes to the individuals authorized to sign and direct transactions, including the CheckWriting service, on behalf of your organization or retirement plan trust.

- **Attach a copy of the documentation supporting your organization's identity and authorized signers or trustees. The authorized signers or trustees listed on this form must also be authorized by your entity's supporting documents. If your supporting documents authorize additional signers, only the individuals listed on this form will be authorized on your account(s).**
  - *Corporations:* Attach a certified copy of either a corporate resolution or the minutes of a board meeting documenting the authorized signers for your corporation.
  - *Partnerships:* Attach a copy of the partnership agreement, a certified copy of the minutes of a partnership meeting or a letter signed by all general partners documenting the authorized partners.
  - *Limited Liability Companies (LLC):* Attach a copy of the operating agreement, a certified copy of the minutes of an LLC meeting or a letter signed by all members documenting the authorized signers of the LLC.
  - *Unincorporated Associations:* Attach a certified copy of the minutes of a meeting documenting the authorized signers for the association.
  - *Foundations or Endowments:* Attach a certified copy of the minutes of a meeting documenting the authorized signers for the organization.
  - *Retirement Plan Trusts:* Attach an amendment to the trust, or a certified copy of either a corporate resolution or the minutes of a board meeting documenting the trustees for your retirement plan.

Please print clearly in CAPITAL letters using black ink.

## 1 Provide Account Information

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Any authorized signers or trustees currently listed on your account(s) will be replaced by those listed on this form. If you currently do not have an American Century Investments® account, please attach the appropriate account application.

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Entity/Retirement Trust name

Employer/Trust Tax Identification number

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Contact person's name

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Telephone number (daytime)

Telephone number (evening)

## 2 CheckWriting Service

If you do not wish to establish or change the CheckWriting service, you may skip this step and proceed to Step 3.

If you would like to establish CheckWriting on one or more of the available funds listed below, please list your account number(s) in the space(s) provided. If no account number is listed, CheckWriting will not be established.

- California Tax-Free Money Market
- U.S. Government Money Market
- Short-Term Government
- Capital Preservation
- Prime Money Market
- Tax-Free Money Market
- Ginnie Mae
- Short Duration

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Account number

Account number

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Account number

Account number

Check this box if you are only updating your signature(s) and do not need new checks.

### List Additional Signer(s) for CheckWriting Only (if your account has this service)

You may provide additional signatures for individuals who are **ONLY** authorized to sign CheckWriting checks.

**The individuals listed below will not have authority to otherwise transact on the account(s).**



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Printed name

Signature



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Printed Name

Signature

### Read CheckWriting Terms and Conditions

The authorized signers or trustees appoint the check collecting bank ("the Bank") as agent. The Bank shall present checks drawn by the authorized signers or trustees to the funds ("the Funds") as authority to redeem a sufficient number of shares in the account to cover the amount of the check. The Funds are directed to redeem a sufficient number of shares, unless such shares are certificated or pledged on the Funds' records, and forward the redemption proceeds to the Bank.

American Century Investments may return checks to the account owner and automatically deduct \$10 from the account for:

- Checks written for less than \$100 or more than \$1,000,000
- Checks drawn on insufficient funds
- Stop payments
- Checks drawn on shares that posted to the account within the last seven days
- Checks with any irregularities, such as a questionable signature

It is agreed that neither the Bank nor the Funds are liable for any loss, expense or cost arising from the failure to honor a check or the CheckWriting redemption procedure. It is further agreed that the Funds will not be liable for and will not credit the account for the amount of any unauthorized debit or check with an unauthorized or forged signature or material alteration unless reported to the Funds within 15 days of receipt of the first account statement listing such debit or check. The Bank and the Funds reserve the right to modify or terminate CheckWriting at any time.

American Century Investments reserves the right to not sight-review signatures on checks. It is agreed that American Century Investments does not fail to exercise ordinary care in paying a check solely because it does not sight-review or only sight-reviews checks above a certain threshold level, or on a sample basis, at its discretion.

It is also agreed that if the authorized signer(s) or trustee(s), account owner or any representative of the account owner purchase(s) goods or services from a third party and give(s) information about the account, such as the routing number or account number, to that third party without giving them a physical check, any and all debits to the account initiated by the third party are considered authorized by the authorized signer(s) or trustee(s) and the account owner, regardless of the amount.

**3****Provide Signatures of the Authorized Signers or Trustees**

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**Authorized Signers or Trustees:**

- *Limited liability company*: the number of members required under your operating agreement must sign.
- *Corporation*: a vice president or above must sign.
- *General partnership*: partners who intend to transact on the account must sign.
- *Limited partnership*: the general partner or managing partner(s) must sign.
- *Unincorporated association*: at least **two** individuals must sign and provide their title.
- *Retirement Plan Trusts*: all trustees must sign.

The individuals listed below are authorized by the applicable governing documents and agree that each person named has authority to direct all transactions on all existing and future accounts established under the Employer/Trust Tax Identification number shown in Step 1 and to execute and deliver any instrument necessary to effect such authority.

Each of the authorized signers or trustees indicated below is hereby authorized to write checks on the account or accounts. By signing below, each authorized signer or trustee confirms their understanding and acceptance of the CheckWriting Terms and Conditions in Step 2 on behalf of their trust or organization.

We certify that:

- the undersigned are all of the persons legally required to execute this certification form and that all signatures are genuine.
- we are authorized to execute this form and provide the indemnification as noted herein.
- we have received current prospectuses from American Century Investments and understand that their terms are incorporated into this form by reference.
- if this is a trust account, any previously designated trustees not listed on this form have resigned, died or have been removed by the Employer. All current trustees have signed.
- American Century Investments may rely on the information and representations provided herein until it receives actual written notice of any change.

In consideration of American Century Services, LLC ("American Century Investments") accepting the instructions provided on this form, the undersigned agrees to defend, hold harmless and indemnify American Century Investments, its affiliates and successors and their officers, agents and employees from all losses, claims, expenses and liabilities that any of them may suffer arising from, or as a result of, American Century Investments' acceptance of transaction instructions including through the CheckWriting service, or reliance on this form.

***Step 3 continued on Page 4***

## Provide Signatures of the Authorized Signers or Trustees (continued)

Sign exactly the way your signature will appear on correspondence and/or checks. Signatures on checks may be verified against those on this form. If you need to list additional signers, please make a copy of this page, complete and attach to this form.

Printed name

Title

 Signature

Date

Printed name

Title

 Signature

Date

Printed name

Title

 Signature

Date

Printed name

Title

 Signature

Date

The signatures of at least \_\_\_\_\_\* of the authorized signers/trustees are required to transfer shares and/or sign CheckWriting checks, execute and deliver any instrument necessary to effect such authority, or enter into other agreements (including indemnification agreements). Any **one** authorized signer/trustee may exchange or redeem by telephone or in writing.<sup>1</sup> American Century Investments may rely on the authority of the named individuals until it receives written notification to the contrary. Any changes to the representations or elections made in this form will be effective within five business days following the date American Century Investments receives and accepts it.

\* Please specify a number. If left blank, you authorize that

- Trustees—the signature of **all** trustees are required to transfer shares and/or sign CheckWriting checks.
- Authorized signers—**only one** signature is required to transfer shares and/or sign CheckWriting checks.

<sup>1</sup> Does not apply to redemptions by telephone if trustee(s) selected Distribution Services or exchanges and redemptions if trustee(s) selected In Writing Only on the Retirement Plan Services Application, if applicable. In such cases, the number of trustees required to redeem (and/or exchange, for In Writing Only) is the same as the number of trustees required to transfer shares or sign for CheckWriting.