

# Transfer Initiation Form (TIF)

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## 1 COMPLETE FORM

### INSTRUCTIONS

Complete this form, along with any additional documents, to transfer account assets to the new custodian/trustee. Failure to fully complete the form(s) or attach appropriate documents and any other documentation that is required by the delivering custodian, may result in a delay in the processing of your request for which the new custodian/trustee cannot be held accountable.

#### MAKE SURE YOU:

- Complete **ALL** required fields on this form
- Obtain **ALL REQUIRED SIGNATURES** and **SOCIAL SECURITY NUMBERS/TIN** of the required people.
- Affix the **MEDALLION GUARANTEE STAMP** on this form.
- Include a copy of the customer's **MOST RECENT STATEMENT**.

## 2 DELIVER FORM & STATEMENTS

### DELIVERY

Upload all forms on the Account Custody Transfer UI in the SEI Wealth Platform. If originals are needed, further instructions will be provided in the request.

## 3 TRANSFER STATUS

### WHAT HAPPENS NEXT?

SEI Private Trust Company will process your transfer request in a timely manner. Time frames for completion of transfers vary depending on types of assets to be transferred and the delivering Firm's agent in the Automated Customer Account Transfer Service (ACATS). Please reference the Pending Transfer screen within the SEI Wealth Platform to obtain a recent status on your transfer.

# Transfer Initiation Form (TIF)

## INSTRUCTIONS

Complete this form to transfer account assets to the new custodian/trustee.

**Forms that are incomplete will be returned to the sender and delay transfers.**

<h3 style="margin: 0;">RECEIVING ACCOUNT INFORMATION</h3> <p style="margin: 0; font-size: small;">as it appears on the SEI Wealth Platform</p> <div style="background-color: white; padding: 2px; margin-bottom: 5px;">ACCOUNT NUMBER</div> <div style="background-color: white; padding: 2px; margin-bottom: 5px;">ACCOUNT NAME</div> <div style="background-color: white; padding: 2px; margin-bottom: 5px;">PORTFOLIO NAME</div> <h4 style="margin: 0;">RECEIVING ACCOUNT TYPE <i>check one</i></h4> <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div><input type="checkbox"/> Single</div> <div><input type="checkbox"/> Joint</div> <div><input type="checkbox"/> Beneficiary IR</div> <div><input type="checkbox"/> Trust</div> <div><input type="checkbox"/> Estate</div> <div><input type="checkbox"/> Direct Rollover</div> <div><input type="checkbox"/> Simple IRA</div> <div><input type="checkbox"/> Roth IRA</div> <div><input type="checkbox"/> Qualified Pla</div> <div><input type="checkbox"/> Corporate</div> <div><input type="checkbox"/> IRA</div> <div><input type="checkbox"/> Other <i>(please specify)</i></div> </div> <div style="background-color: white; padding: 2px; margin-top: 5px; width: 100%;"> <input style="width: 95%;" type="text"/> </div>	<h3 style="margin: 0;">DELIVERING ACCOUNT INFORMATION</h3> <p style="margin: 0; font-size: small;">(transferring "from")</p> <div style="background-color: white; padding: 2px; margin-bottom: 5px;">FIRM NAME</div> <div style="background-color: white; padding: 2px; margin-bottom: 5px;">ACCOUNT NAME</div> <div style="background-color: white; padding: 2px; margin-bottom: 5px;">ACCOUNT NUMBER</div> <table border="1" style="width: 100%; border-collapse: collapse; background-color: white;"> <tr> <td style="width: 70%; padding: 2px;">DELIVERING ACCOUNT TYPE</td> <td style="width: 30%; padding: 2px;">SS# OR TAX ID #</td> </tr> <tr> <td style="padding: 2px;">CONTACT NAME</td> <td style="padding: 2px;">CONTACT TELEPHONE</td> </tr> </table> <div style="background-color: white; padding: 2px; margin-top: 5px;">OVERNIGHT ADDRESS OF FIRM</div> <p style="font-size: x-small; margin-top: 10px;"><b>NOTE:</b> A complete copy of the account's most recent statement must be included with this form to have the assets transfer.</p>	DELIVERING ACCOUNT TYPE	SS# OR TAX ID #	CONTACT NAME	CONTACT TELEPHONE
DELIVERING ACCOUNT TYPE	SS# OR TAX ID #				
CONTACT NAME	CONTACT TELEPHONE				

<h3 style="margin: 0;">TRANSFER TYPE</h3> <p style="margin: 0; font-size: small;"><i>check one</i></p> <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div><input type="checkbox"/> Full Account Transfer-in-Kind</div> <div><input type="checkbox"/> Full Account Liquidation</div> <div><input type="checkbox"/> Other (Complete Liquidation/ In-Kind Worksheet)</div> </div>	<h3 style="margin: 0;">MUTUAL FUND DIVIDEND &amp; CAPITAL GAIN OPTIONS</h3> <p style="margin: 0; font-size: small;"><i>check one</i></p> <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div><input type="checkbox"/> Reinvest Both</div> <div><input type="checkbox"/> Dividend Cash/Capital Gains Reinvest</div> <div><input type="checkbox"/> Cash Both</div> <div><input type="checkbox"/> Use account's Mutual Fund Reinvestment Preference (default)</div> </div>	<h3 style="margin: 0;">TRANSACTION EXPLANATION</h3> <p style="margin: 0; font-size: x-small;"><b>SPTC Default:</b> Received from (delivering Custodial Name) ACCT (Delivering Account Number)</p> <div style="background-color: white; padding: 5px; margin-top: 5px;">CUSTOM EXPLANATION <i>(maximum of 50 characters)</i></div>
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**AGREEMENT AND SIGNATURES** I understand that to the extent any assets in my account are not readily transferable, with or without penalties, such assets may not be transferred within the time frames required by the FINRA Rule 11870 of the Association's Uniform Practice Code or similar rule of another designated examining authority.

Unless otherwise indicated in the instruction above, I authorize you to liquidate any money market fund assets that are part of my account and to transfer the remaining balance, if any to the successor custodian/trustee. I also understand there might be outstanding fees as well as transfer or wire charges and possible debit balances in my account that must be paid to allow the transfer of my assets and closing of my account with you, and therefore authorize you to charge my account with you or the successor custodian/trustee to the extent necessary to satisfy those obligations, provided the total charge does not exceed \$500.00. If certificates or other instruments in my account are in your physical possession, I instruct you to transfer them in good deliverable form, including affixing any necessary tax waivers, to enable the successor custodian/trustee to transfer them in its name for the purpose of sale, when and as directed by me. Upon receiving a copy of this transfer instruction, the carrying organization will cancel all open orders for my account on its books.

<b>Signatures and SS#s or Tax ID#s Required for Processing</b>		<b>Medallion Guarantee Stamp required for processing</b>	
CLIENT\TRUSTEE NAME <i>please print</i>	CLIENT\TRUSTEE SIGNATURE		
DATE	SS# or Tax ID#		
JOINT CLIENT\CO-TRUSTEE NAME <i>please print</i>	JOINT CLIENT\CO-TRUSTEE SIGNATURE		
DATE	SS# or Tax ID#		
SPTC Authorized Signature	AUTHORIZED NAME <i>please print</i>	DATE	Must be authorized to instruct Free Movement transactions at SEI Private Trust Company. The authorized signor hereby does accept the above account as successor custodian/trustee.
Bank/Trust Company Representative	AUTHORIZED SIGNATURE		



# Transfer Initiation Form (TIF)

## Wire, ACH & Check Instructions

### IMPORTANT INFORMATION

If sending a wire transfer or ACH to Columbia Private Trust please make sure a breakdown of funds is sent to [deposits@columbiaprivatetrust.com](mailto:deposits@columbiaprivatetrust.com). Failure to do so can result in the delay or return of your funds. **For delivery/mailling instructions, please see page 3 of the following Alternative Asset Transfer/Rollover Addendum form below.**

### ACATS/DTC CLEARING INSTRUCTIONS:

**SEI Private Trust Company**  
ACAT/DTCC Participant # 2663

### INCOMING WIRE TRANSFERS

All wires of funds to be deposited into a Columbia Private Trust Account must be sent to:

<b>Columbia Private Trust</b> 1801 California St., Suite 800 Denver, CO 80202	
<b>ABA No.</b>	322285781
<b>Swift Code*</b>	PPBIUS66
<b>Credit to the account of:</b>	Columbia Private Trust Account No.: 8000211010
<b>'Additional Information' field of your wire must include:</b>	Columbia Private Trust FBO "Client Name," <sup>1</sup> "Account No." <sup>2</sup>
<b>Transaction details<sup>3</sup> such as:</b>	<ul style="list-style-type: none"> <li>• "Principal" with \$ amount and/or "Interest" with \$ amount</li> <li>• "Contribution" with Tax Year</li> <li>• "Rental Income"</li> <li>• "Payoff/Liquidation"</li> <li>• "Dividend Payment"</li> <li>• "Transfer Funds"</li> <li>• "Rollover Funds"</li> <li>• "Misc. Payment" with description (e.g., "Escrow Refund")</li> </ul>

**Please note:** Title companies must include property address. The address above should be used for wired funds only. All checks made payable to a Columbia Private Trust account must be mailed to Columbia Private Trust (include "Attn: FBO Client Name") at the address listed on [ColumbiaPrivateTrust.com](http://ColumbiaPrivateTrust.com).

### INCOMING ACH

\* To ensure our incoming international wires are routed correctly, please feel free to reach out to the wire department directly at [deposits@columbiaprivatetrust.com](mailto:deposits@columbiaprivatetrust.com) for any routing questions.

<b>Receiving Bank Routing Transit No.</b>	322285781
<b>Columbia Private Trust Account No.</b>	8000211010

### CHECK INSTRUCTIONS

<b>Payee Name</b>	Columbia Private Trust, Custodian FBO (Client Name)
<b>Check Memo (Required)</b>	Asset ID, purpose of check (sale proceeds, dividend, etc.)
<b>Instruction Letter (Highly Recommended)</b>	Detailed explanation of purpose of funds and client account number

### ADDENDA RECORD INFORMATION

<b>Account Information</b>	"Client Name," "Account No." <sup>2</sup>
<b>Asset ID or Asset Description</b>	As applicable <sup>4</sup>

<sup>1</sup> Up to 15 characters

<sup>2</sup> 12 characters

<sup>3</sup> Up to 40 characters

<sup>4</sup> Up to 10 characters

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NON-DEPOSIT INVESTMENT PRODUCTS ARE NOT INSURED BY THE FDIC; ARE NOT DEPOSITS OR OTHER OBLIGATIONS OF, OR GUARANTEED BY, THE BANK OR ANY OF ITS DIVISIONS; AND ARE SUBJECT TO INVESTMENT RISKS, INCLUDING POSSIBLE LOSS OF THE PRINCIPAL AMOUNT INVESTED.

# Alternative Asset Transfer/Rollover Addendum

## IMPORTANT INFORMATION

- Only complete this section if you are transferring, rolling over, converting or liquidating alternative assets from the resigning account. Please include a recent copy of your account statement which shows the assets you are transferring.
- It is the responsibility of the current Administrator/Custodian to handle the re-registration of any investment it is holding in your account (e.g., IRA, 401(k), profit-sharing plan, etc.) that you wish to move. If you have more than two investments in this account, please photocopy this section and complete it for each investment.
- All investments are subject to an administrative review by Columbia Private Trust. Columbia Private Trust will contact you if additional signatures or documents are required by the third party executing the transfer.<sup>2</sup>

### INVESTMENT TYPE (CHOOSE ONE):

Private Equity      Promissory Note      Secured Note      Real Estate      Other: \_\_\_\_\_

### TRANSFER/ROLLOVER/CONVERSION:

INVESTMENT NAME*	NO. OF SHARES TO BE TRANSFERRED*	TOTAL CURRENT ESTIMATED DOLLAR VALUE*	PERCENTAGE OF OWNERSHIP* %
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### INVESTMENT CONTACT INFORMATION:

COMPANY NAME*		CONTACT NAME*	
CONTACT DEPARTMENT*	EMAIL ADDRESS*	PRIMARY PHONE NO.*	
COMPANY MAILING ADDRESS*			
CITY*	STATE/PROVINCE*	COUNTY*	POSTAL CODE*

### INVESTMENT TYPE (CHOOSE ONE):

Private Equity      Promissory Note      Secured Note      Real Estate      Other: \_\_\_\_\_

### TRANSFER/ROLLOVER/CONVERSION:

INVESTMENT NAME*	NO. OF SHARES TO BE TRANSFERRED*	TOTAL CURRENT ESTIMATED DOLLAR VALUE*	PERCENTAGE OF OWNERSHIP* %
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### INVESTMENT CONTACT INFORMATION:

COMPANY NAME*		CONTACT NAME*	
CONTACT DEPARTMENT*	EMAIL ADDRESS*	PRIMARY PHONE NO.*	
COMPANY MAILING ADDRESS*			
CITY*	STATE/PROVINCE*	COUNTY*	POSTAL CODE*

<sup>2</sup> To avoid delays in processing your request, at least one of these sections must be completed in its entirety. All assets that are to be transferred must be listed individually in its appropriate section. Please attach copies of account statements from the current Trustee/Custodian collecting the assets to be transferred. If you have physical certificates in your possession, you must send the actual certificates in negotiable form to Columbia Private Trust with this document.



## 1. ACCOUNT OWNER ACKNOWLEDGMENTS WITH REGARD TO INVESTMENTS TO BE TRANSFERRED OR ROLLED OVER

- i. I understand, acknowledge and agree that I am responsible, and Columbia Private Trust and its related entities are not responsible, for selecting and reviewing the above investment and for determining the suitability, nature, value, risk, safety and merits of the investment that I authorize and direct Columbia Private Trust to make for my Columbia Private Trust Account ("Account").
- ii. I understand that Columbia Private Trust and its related entities are not related to or affiliated with the management or selling agent(s) of the investment(s) that I have directed Columbia Private Trust to hold for my account. I acknowledge that Columbia Private Trust has not reviewed, recommended or commented on the investment(s) merits, risks, suitability or management of the asset(s) I have selected and I authorize Columbia Private Trust to process this transfer or rollover request. I also understand and agree that Columbia Private Trust and its related entities will not be responsible for taking any action should the investment(s) noted herein become subject to default, including fraud, insolvency, bankruptcy, or other court order or legal process.
- iii. I verify that I have received and read all pertinent information relating to the investment(s) named herein (i.e. private placement memorandum, purchase agreement, subscription documents, etc.). I verify that (i) I am capable of evaluating the investment characteristics and risks of the investment independently, or have relied on an investment professional with knowledge and experience related to investments of the type described above; and (ii) I am not relying on the Custodian for any advice or recommendation in evaluating the investment. I also verify that I agree to be bound by the terms of the Custodial Account Agreement, which I agreed to together with Columbia Bank, through its division, Columbia Private Trust, as the Custodian of record. I acknowledge that the terms of the Custodial Agreement are incorporated herein by reference, except that where the terms of this Alternative Asset Transfer/Rollover Addendum conflict with the terms of the Custodial Agreement, the terms of this Alternative Asset Transfer/Rollover Addendum shall control.
- iv. I have consulted my own attorney and hereby represent that Columbia Private Trust may hold title to any Real Estate, Note and/or its collateral, where applicable. I hereby represent to Columbia Private Trust that I understand the risks involved with my Real Estate or deed of trust/ mortgage/secured note investment(s), specifically that there may be liability above and beyond the amount of the investment(s) and/ or in the collateral property (e.g., ad valorem property taxes on the property or liability arising under Environment Laws). The losses will include any losses caused by, or arising out of, the presence, on or about the Property, of any Hazardous Substances, or any person or entity complying or failing to comply with any Environment Law. The term "Environmental Law" means any law, rule, regulation, or ordinance relating to protection of the environment or human health. The term "Hazardous Substance" means any substance defined as hazardous or toxic, or otherwise regulated by any Environmental Law.
- v. Prohibited Transactions. I represent that the above investment(s) is not a prohibited transaction, as defined in the Internal Revenue Code Section 4975. If I, a family member or another disqualified person am/is an officer of, or has an ownership interest in the entity in which I invested, I represent that I have consulted my tax advisor prior to submitting my investment instructions.
- vi. I understand all the routine real estate expenses (e.g., tax bills, insurance premiums, homeowner's association payments and utility bills) received by Columbia Private Trust may automatically be paid from my account. I understand that it is my responsibility to ensure all billing parties have the correct mailing address on file. I will be responsible with monitoring my account activity to confirm that all necessary expenses related to my real estate investment have been processed. I understand that sufficient funds must be held in my uninvested cash account to make the required payment at least 14 days prior to the payment's due date. If the funds are not available, I will be responsible for any interest or penalties incurred. Invoices for non-routine expenses (e.g., repairs and improvements) require specific Account Owner authorization prior to payment from the account.
- vii. If I have appointed a manager for a note or real estate transferred to my account, Columbia Private Trust will not be responsible for errors and omissions in the management or servicing agreement or for any actions taken by the manager.
- viii. I acknowledge that non-deposit investment products are not insured by the FDIC, are not obligations of or guaranteed by Columbia Private Trust and are subject to risk, including the possible loss of principal.
- ix. I understand that offshore entities are not organized under the laws of the United States and, most likely, are not subject to U.S. law or regulation and/or the U.S. legal system. I am aware that I am responsible for all legal matters concerning my Account, and that Columbia Private Trust may resign as directed custodian in the event of future legal proceedings.

Columbia Private Trust shall direct all purchase and liquidation instructions as well as all questions concerning valuation of the investment offering to the issuer of the investment's Investment Advisor or Fund Manager located in the United States.

The asset sponsor of any offshore fund that I may direct Columbia Private Trust to purchase in my Account may require that Columbia Private Trust provide additional documentation or other information pursuant to the anti-money laundering or other laws applicable to the asset sponsor in the country in which it operates or is domiciled. The particular requirement of each country and each asset sponsor may differ. It is my responsibility to determine these requirements prior to directing that an offshore investment be purchased in my Account, and by signing this form, I acknowledge that I have done so.

Additionally, the asset sponsor may impose similar requirements for Columbia Private Trust related to the processing of this purchase. Columbia Private Trust's policy is that it will provide a certification of compliance with United States anti-money laundering/anti-terrorism regulations applicable to Columbia Private Trust. If the asset sponsor requires additional information beyond the certification, Columbia Private Trust reserves the right to decline to provide such information and to instead characterize the offshore fund investment as no longer administratively feasible. I understand and acknowledge that Columbia Private Trust and its related entities will not be responsible for any consequences resulting from such determination.
- x. In the case of selecting pre-authorized capital commitments, I additionally acknowledge the following: I authorize Columbia Private Trust to fund any capital commitments pursuant to the investment sponsor's or fund's request. An investor's liability is limited to his or her cash investment (including amounts subscribed for but not yet paid). I acknowledge that I am responsible for monitoring the cumulative commitment amount with respect to the investment and authorize Columbia Private Trust to meet capital commitments as requests are received. I understand, acknowledge and agree that if I want to cancel this standing authorization, I must contact Columbia Private Trust via phone as soon as possible. I understand that it is my responsibility to ensure sufficient funds are available in my Account to satisfy any upcoming capital call, and hereby indemnify Columbia Private Trust and its affiliates from any legal or financial liability including any damages, fees, costs or expenses arising therefrom that may arise due to a missed capital call because of insufficient funds in my Account.
- xi. I acknowledge that I have received, understand, and agree to Columbia Private Trust's Valuation Reporting Policy as outlined in the Custodial Agreement. I understand that Columbia Private Trust must receive annual valuations, or the investment(s) may be distributed to me at the last reported value.
- xii. I understand, acknowledge and agree that any dispute regarding the investment(s) shall be handled pursuant to the terms of the Custodial Agreement. I understand that the prevailing party shall be entitled to recover all legal fees, reasonable costs and expenses and that these shall be in addition to any award of damage or any other relief to which the prevailing party is entitled.



## 2. AGE 72 NOTICE

Effective January 1, 2023, the SECURE 2.0 Act of 2022 has changed the age requirement for Account Owners to take their first Required Minimum Distribution (RMD) from 72 to 73. This applies only to individuals reaching 73 after December 31, 2022. If you reached age 72 in 2022, you are still subject to RMD requirements, and must take your first distribution (for 2022) no later than April 1, 2023 and your second distribution (for 2023) by December 31, 2023.

I certify that I have read the applicable section for the transaction I have chosen, and understand and agree to all terms.

## 3. ACCOUNT OWNER'S SIGNATURE REQUIRED

In the case of a transfer or direct rollover, the current Trustee/Custodian is authorized to send cash and/or assets to Columbia Private Trust as specified.

For the transfer of an inherited IRA, I certify that I am the sole beneficiary of the asset(s) requested and agree to hold Columbia Private Trust and its related entities harmless in the event that any other beneficiary makes a claim against this account.

In the case of a rollover, I understand it is my sole responsibility to determine the validity of any rollover contribution and to initiate and make such rollover deposit; I irrevocably elect to roll over the asset(s) in this transaction.

I acknowledge that there may be a minimum cash requirement, applicable to accounts containing alternative assets, disclosed in the Fee Schedule. If this requirement is not met, I understand that additional fees may apply.

I agree to release, indemnify, defend, and hold Columbia Private Trust and its related entities harmless from any claims arising out of processing this transfer/rollover authorization including any damages, fees (including legal fees), costs or expenses arising therefrom.

	ACCOUNT OWNER SIGNATURE	DATE
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**NOTE:** Your current Custodian may require that your signature be Medallion Signature Guaranteed. Please contact your current custodian for details of their requirements. A Medallion Signature Guarantee may generally be obtained from your brokerage firm, bank or other financial institution. Columbia Private Trust's Medallion Signature Guarantee is only a guarantee of Columbia Private Trust's acceptance signature, and is not guaranteeing the Account Owner's Signature.

## 4. DELIVERY INSTRUCTIONS

### CHECK

**Make checks payable to:**

Columbia Private Trust, Custodian  
FBO (Client Name), Columbia Private Trust Account Number  
FIS – Processing Center  
Attn: Columbia Private Trust  
P.O. Box 981012  
Boston, MA 02298

### ACH

**Receiving Bank: Columbia Bank**

ABA No.: 322285781  
A/C No.: 8000211010  
For Further Credit to: (Client's Account Registration)  
A/C No.: (Client's Columbia Private Trust Account Number)

### WIRE

**Wiring Instructions for Cash:**

Routing: 322285781  
Account: 8000211010  
Account Name: Columbia Private Trust  
Other Beneficiary Information: FBO IRA Holder's Name,  
Account No. and Asset ID  
SWIFT BIC\*: PPBIUS66

### Overnight Delivery Address

FIS – Remittance Processing  
Loading Dock #2  
Attn: Columbia Private Trust  
10 Dan Road  
Canton, MA 02021

### Register Physical Securities, Non-Networked Eligible Mutual Funds & Limited Partnerships:

Columbia Private Trust, Custodian FBO (Client Name), IRA  
FIS – Processing Center  
Attn: Columbia Private Trust  
P.O. Box 981012  
Boston, MA 02298

\* To ensure our incoming international wires are routed correctly, please feel free to reach out to the wire department directly at [deposits@columbiaprivatetrust.com](mailto:deposits@columbiaprivatetrust.com) for any routing questions.

© 2025 Columbia Private Trust, a Division of Columbia Bank. All Rights Reserved. Columbia Private Trust performs the duties of an independent custodian of assets for self-directed retirement and custodial accounts and does not provide investment advice, sell investments or offer any tax or legal advice. Clients or potential clients are advised to perform their own due diligence in choosing any investment opportunity as well as selecting any professional to assist them with an investment opportunity. Columbia Private Trust is not affiliated with any financial professional, investment sponsor, or investment, tax, or legal advisor.

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**Upload forms to:**  
[ColumbiaPrivateTrust.com/Upload](https://ColumbiaPrivateTrust.com/Upload)  
**Fax to:** 303.614.7086

**Send mail to:**  
Columbia Private Trust  
Processing Center  
P.O. Box 981012  
Boston, MA 02298

**For express deliveries:**  
FIS-Remittance Processing  
Loading Dock #2  
Attn: Columbia Private Trust  
10 Dan Road  
Canton, MA 02021

**Questions?**  
Call 800.962.4238

