

## **Instructions for Adding, Changing, or Removing Funds on your Plan at Dyatech:**

1. Please completely fill out the Fund Add/Change/Remove Form that follows this instruction page with the fund changes that you'd like to make. For a list of funds that are available on your Plan's platform, please go to [www.dyatech.com](http://www.dyatech.com) and click on the "Financial Advisors" link at the top of the home page. The fund options are located at the bottom right hand side of the page. You may also contact our Client Services Department for a list of fund options.
2. Please completely fill out the SunGard Application that follows the Fund Add/Change/Remove form with your broker/dealer information.
3. Please check the following boxes in the upper right hand corner of the form: "Change" and "Other".
4. Registration Name is the name of the 401(k) Plan.
5. Branch/Team/Account is the Plan's number here at Dyatech.
6. We will need four originals of this SunGard Application signed by the Trustee(s) in the "Authorized Signers" box in the lower left hand corner of the form.
7. All four originals must also be Medallion Signature Guarantee stamped.
8. Please provide your email address and phone/fax numbers for Dyatech to provide confirmations that your request was received and completed.

Phone number \_\_\_\_\_

Fax number \_\_\_\_\_

Email address \_\_\_\_\_

If you have any questions about filling out the forms, please contact Dyatech's Client Services Department at 866-651-4222 ext 400.

When completed, please mail the forms to:

**Dyatech**  
**Attn: Conversions**  
**805 South Wheatley Street Ste 600**  
**Ridgeland, MS 39157**



## FUND ADD / CHANGE / REMOVE FORM

Company Name
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**PLEASE NOTE:** Dyatech allows each client one fund Add / Change / Removal a calendar year at no cost. If more than one request is made to Add / Change / Remove a fund throughout the calendar year, the client will be invoiced \$250 for each additional request.

**SECTION A: ADD FUND(s)**

Fund Name	Share Class	CUSIP	Ticker	Default Fund (Y/N)

**SECTION B: REMOVE FUND(s)** *(Please select an option below for assets currently in fund)*

Fund Name	Share Class	CUSIP	Ticker	Default Fund (Y/N)

**1. Transfer assets to an EXISTING fund:** *This option is used for funds being removed above in Section B and transferring to existing fund options in the retirement program.*

Fund Name	Fund Name
<i>From Removed Fund</i>	<i>To Existing Fund</i>
<i>From Removed Fund</i>	<i>To Existing Fund</i>
<i>From Removed Fund</i>	<i>To Existing Fund</i>
<i>From Removed Fund</i>	<i>To Existing Fund</i>
<i>From Removed Fund</i>	<i>To Existing Fund</i>

**2. Transfer assets to an ADDED fund:** *This option is used for transfers from Section B, to the funds added in Section A.*

Fund Name	Fund Name
<i>From Removed Fund</i>	<i>To Added Fund</i>
<i>From Removed Fund</i>	<i>To Added Fund</i>
<i>From Removed Fund</i>	<i>To Added Fund</i>
<i>From Removed Fund</i>	<i>To Added Fund</i>
<i>From Removed Fund</i>	<i>To Added Fund</i>

Please be advised in order to add new fund options, the form below must be completed and signed by an authorized signer. Dyatech must receive an original signature for each fund family that is being added to the plan referenced in this paperwork. Sungard provides Dyatech with a software trading platform for transactions processed with each fund company and custodies assets in the trading process. Sungard establishes fund accounts for Dyatech and is responsible for setting up fund accounts with each mutual fund company with the information entered on the form below. Once this form is completed, please mail the original(s) to: Dyatech, Marketing Department, 805 South Wheatley, Suite 600, Ridgeland, MS, 39157. Please feel free to contact us at 866-651-4222 for any questions or comments.



- New Application**
- Change** (Check all that apply below)
  - Registration
  - Address of Record
  - Broker Dealer
  - Other

## SUNGARD APPLICATION

(Please complete, print and sign. This is to be returned with documentation for every new registration.)

REGISTRATION INFORMATION	
SGN Client Name:	Dyatech, LLC
Registration Name:	
Branch/Team/Account:	
Address:	805 South Wheatley Street Ste 600 Ridgeland, MS 39157

BROKER DEALER			
Broker Dealer:		Rep Name:	
Address:		Rep #:	Branch #
		Clearing Firm	
		FIN/OTC #:	

ADDITIONAL MAIL	
(If a third party wants Mutual Fund statements, please enter address here.)	
Address:	

DOCUMENTS/ASSET INFORMATION			
(The following fields must be completed.)			
W9 on file:	Yes	Trust Document/Corp. Resolution on file:	Yes
Asset Type:	Qualified	Social Code:	12 - 401K

TRUST NETWORKING
<p>We hereby authorize you to accept orders regarding the purchase and redemption of mutual fund shares and other related information, including disbursement and distribution information (the "Instructions"), from Mid Atlantic Capital Corporation ("MACC") on behalf of the accounts registered in the name of [ _____ ], [TIN: _____], and listed in the schedule attached hereto (the "Accounts"). The Instructions will be communicated to you by way of the National Securities Clearing Corporation (the "NSCC") via SGN Funds, the proprietary trade routing system operated and maintained by SunGard Institutional Brokerage Inc. You are authorized and directed to rely upon this letter in recognizing MACC as the settlement agent on behalf of such Accounts, and to deal directly with MACC in connection with NSCC settlement issues involving the Accounts, and rely upon the information provided in this application until such authority is revoked in writing by the undersigned.</p>

SIGNATURES	
Authorized Signers: ----- ----- -----	Signature Guarantee: