

Requesting a Medallion Signature Guarantee



We're here to help when it matters most

At Bank of America, we're focused on helping our clients when major life events happen. We'll work with you to understand your financial goals and help identify solutions to achieve them.

How it works

A Medallion Signature Guarantee is a special stamp that's used when you transfer securities. It confirms that the signature authorizing the transfer is genuine and that the signer has the legal capacity and authority to sign the document.

This service is available to Bank of America® and Merrill Edge® clients who have been with us for more than six months. Merrill Lynch® or U.S. Trust® clients can contact your advisor for assistance.

Step 1. Meet with a financial center associate to discuss your needs and begin the request. Please bring all the supporting documentation with you (see the reverse for a list of required documents). All clients requesting the service must be present to sign.

Step 2. Your request and a copy of your signed documents are submitted to a Medallion Signature Guarantee specialist. For your protection, a specialist handles all Medallion Signature Guarantee requests for the transfer of securities from a non-Bank of America or Merrill Edge account. In most cases, the review takes no longer than two business days after all documents are received; complex cases may take up to five business days. Once the case is submitted, you will receive a **case number**. Please include this **case number** in all communications.

Case number: _____

Step 3. The Medallion Signature Guarantee specialist will review the request. The specialist will provide email status updates and let you know if any additional documents are needed. If additional documents are required, you can scan and email them to: BankofAmericaMSGsupport@ML.com (please include your case number in the subject line) or visit your financial center.

Step 4. Once approved, your stamped document will be delivered to you via an overnight carrier. You will have the option to require a signature at delivery.



To learn more, please talk to an associate or schedule an appointment at [bankofamerica.com/appointments](https://www.bankofamerica.com/appointments).

Medallion Signature Guarantee: Document(s) Checklist

A valid government-issued identification and the document(s) being stamped are required for all Medallion Signature Guarantee requests. In addition, depending on the request type, you will need to provide the following documents.

Eligible Medallion Request Types	Required Documents		
	Statement of the account holding the securities (dated within 6 months)	Statement of the account receiving the securities (dated within 6 months) or Account opening documents	Additional Required Documents
Transfers of securities held in accounts outside of Bank of America or Merrill Edge, with no changes to title or ownership Example: Transferring stocks held at E*TRADE to Fidelity	●	●	
Rollover of a 401(k) or 403(b) Retirement Plan held outside of Bank of America or Merrill Edge	●	●	
Withdrawal or Distribution from an account outside of Bank of America or Merrill Edge Example: Client requesting a withdrawal check from their retirement plan at Fidelity	●		
Incoming IRA to Bank of America Example: Transferring an IRA held at Fidelity to Bank of America	●		Trustee to Trustee form
Transfer or title change due to deceased owner Example: Transferring securities from a deceased owner to the court-appointed Personal Representative Note: The document will not be stamped based on a will alone; court appointment documents are required.	●	●	Copy of Death Certificate and court documents appointing Personal Representative/Administrator/Executor Depending on the request, clients will be required to provide either a: • Small Estate Affidavit, or • Letters Testamentary dated within 60 calendar days Note: New York allows the Letters Testamentary to be dated within six months. For trusts: A notarized Bank of America Trustee Certification Form. A financial center associate can provide you with this form. Ownership change: • Beneficiary Confirmation, or • Transfer of Death (TOD) confirmation dated within 6 months
Account maintenance requests for securities held in accounts outside of Bank of America or Merrill Edge Example: • Name change • Address change • Beneficiary update/Transfer on Death (TOD) • UGMA/UTMA/529 update • Set up or change to Electronic Funds Transfer	●		
Gift of securities Example: Parents giving shares to their children or charitable donations	●		
Deposit of physical securities via Stock Power form (stock certificates) Note: We do not stamp stock certificates, however will provide a stamp on a stock power form to deposit securities.		●	
Single to joint ownership change Example: Adding a spouse to an account	●	●	
Transfers to a Trust where the original account owner(s) are Grantor(s) and Trustee(s) Eligible Transfer types: • A transfer from an Individual account to a Trust where the Individual account owner is the grantor and trustee* • A transfer from a Joint account with multiple account owners to a Trust, where all account owners are both grantors and trustees* * There may be additional trustees	●	●	A notarized Bank of America Trustee Certification Form. A financial center associate can provide you with this form.

Based on the ownership of the securities and the nature of the transfer, we may request additional documents.

Please note: We're unable to provide Medallion Signature Guarantee stamps for Powers of Attorney (POA).