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**INSTRUCTIONS**

<p><b>Step 1: Complete Application</b></p> <p>Complete the Meeder Funds New Account or IRA Account Application. Keep one copy for your records.</p> <p><u>For IRA SEP Accounts:</u> Complete IRS Form 5305-SEP to establish the plan, and a Meeder Funds IRA New Account Application for each participant.</p>
<p><b>Step 2: Complete Transfer Form</b></p> <p>Please complete Sections 1 through 5 of this Transfer Request Form.</p> <p>NOTE: All written instructions given to the resigning custodian may require your signature guaranteed by one of the following: a commercial bank; trust company; or a member of a national securities exchange. Check with your resigning custodian for their requirements.</p> <p>Retain one copy of this form for your records.</p>
<p><b>Step 3: Mail Application and Transfer Form</b></p> <p>Mail completed forms to:</p> <p>Meeder Funds c/o Mutual Funds Service Company, P.O. Box 7177, Dublin, OH 43017.</p>
<p><b>Step 4: Receipt of Purchase Confirmation</b></p> <p>The Transfer Agent for the Meeder Funds will arrange for the transfer of your current plan's assets.</p> <p>Once your account has been established, a confirmation statement will be sent.</p>

**If you have questions, please call Client Services at 1-800-325-3539.**

