

## **INSTRUCTIONS**

### **Step 1: Complete Automatic Account Builder Form**

Complete the Meeder Funds® Automatic Account Builder Form.

\*Please note – if you are requesting to have the funds withdrawn to a bank account that is not currently on file with Meeder, the Automatic Account Builder Form with the new banking instructions will need to be Medallion Signature Guaranteed in order to be processed. To obtain a Medallion Signature Guarantee, visit a commercial bank or brokerage firm. The guarantee must be in the form of a stamp, notarization by a notary public is not acceptable.

### **Step 2: Mail Form**

Fax your completed form to (614) 766-6669 or mail it to Meeder Funds®, P.O. Box 7177, Dublin, OH 43017. If you choose to fax your Wire/ ACH instructions, darken the copy prior to faxing the document to ensure readability.

**Contact Meeder Funds Client Services at 800-325-3539 with questions.**

Date \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

Last 4 Digits of SSN \_\_\_\_\_

Revision of current instructions

Add new instructions

Yes, I authorize the Automatic Account Builder. Each month, the Meeder Fund's Transfer Agent will arrange for a preset amount of money to be deducted by ACH transfers from my checking or savings account to purchase shares of a specified Meeder Fund. I will receive a confirmation from the Fund's Transfer Agent reflecting each purchase, and my bank account statement will reflect the amount deducted.

Please use the following instructions to withdraw \$\_\_\_\_\_ (\$100 minimum) from my bank account to make an investment into my Meeder Funds account on or about every  1st  15th or  1st and 15th of each month (**please include a voided check**):

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

Account Name \_\_\_\_\_

ABA/Routing Number \_\_\_\_\_

Savings Account Number \_\_\_\_\_

Checking Account Number \_\_\_\_\_

The money should be invested as follows: \$\_\_\_\_\_ into the \_\_\_\_\_ Fund.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Signature Guarantee Box

Signature Guarantee Box

**Medallion Signature Guarantee(s) Required**