

## NEW ACCOUNT TUTORIAL

The following tutorial provides general information about opening an account online. If you have any questions about the Fund's Online Account Application, please call the fund's toll free number for assistance.

## ACCOUNT TYPE

Please select one of the following accounts:

- **Individual:**  
Represents one owner over the age of majority.
- **Joint Tenants with Rights of Survivorship (JTWROS):**  
Represents two or more parties where each party owns an equal, undivided interest in the assets.
- **Uniform Gift to Minor Account (UGMA)/Uniform Transfer to Minor Account (UTMA):**  
An account established for the benefit of a minor with an adult administering the account registered under the minor's social security number. **If you would like to open an account for a minor but you will not be the custodian, please do not open the account online.**
- **IRA Account Types**
  - **Traditional IRA:**  
(Prior year contributions can be made up through April 15th of the current year, current year contributions can be made any time)
  - **Roth IRA:**  
(Prior year contributions can be made up through April 15th of the current year, current year contributions can be made any time)
  - **SEP IRA\*:**  
(Online SEP IRA purchases can only be made for Employer contributions)

\* The Internal Revenue Service requires certain forms to be completed by an employer establishing a SEP IRA. Please contact the [IRS](#) or a tax advisor for more information.

If you wish to open an account type not listed above, please visit the fund's forms page to download an application that you can print and mail to the fund.

## PERSONAL INFORMATION

The Fund requires the following personal information to open an account:

- **Social Security Number:**  
The first listed owner on the account must supply his/her social security number here. The person whose social security number is represented in the field is responsible for paying any taxes that may apply to dividends, capital gains, and redemptions or exchanges. If the social security number is not correct, the account will be subject to 31% withholding on all dividend and capital gains distributions, along with any proceeds made from exchanging out of or redeeming funds.
- **Date of Birth:**  
The first listed owner should supply his/her birth date. Except for Uniform Gift to Minor or Uniform Transfer to Minor Accounts, you must be the age of majority in the state you reside in.
- **Name:**  
First, Initial, Last; repeat for a joint account. For a custodial account, complete for the minor and the custodian.
- **Address:**  
Your complete U. S. or Puerto Rican address is required in the spaces provided. Please select your state from our drop-down box. Your application will not be accepted without a U. S. or Puerto Rican address.
- **Daytime Phone and Evening Phone:**  
You will be asked to enter a telephone number at which you can be reached. If you have more than one telephone number, please make sure to fill in the alternative phone number in the given field. The numbers given will not be used for any marketing purposes.
- **E-Mail Address:**  
You will also be asked to enter your e-mail address, as the Fund will send you an e-mail verifying the purchase.

## BANK INFORMATION

You provide the Fund with information about the bank account you want the Fund to use to debit/credit your account; for example, to perform **Automated Clearing House (ACH)\*** purchases and redemptions to/from your account. All information requested on this screen is required. Redemption proceeds may be sent to you by check, to the address of record, by ACH or Wire to existing bank information.

\* The banking industry developed the **Automated Clearing House (ACH)** to computerize the movement of money. ACH money movement generally takes 2-3 business days to complete. This, however, will not affect the price you receive for your initial purchase. Typically,

banks do not charge a fee for this service; however, you should review the fee policies of your particular bank to verify this.

The bank information that you provide must be for a U.S. institution and in the name of a registered owner of the account.

- **Bank Name:**  
Please fill in the full name of your bank.
- **Name on Bank Account:**  
Enter the name as it appears on your bank statement or check.
- **Bank Address:**  
The bank's complete address is required in the spaces provided. Please select the state from our drop-down box and enter the bank's zip code.
- **Routing Number:**  
The Routing Number is the nine digit routing number that allows money transfers between banks. The Routing Number is located in the lower left hand corner of your check. If you have any problem identifying your bank's Routing Number, or if you have a savings account, contact your bank for this information.
- **Bank Account Number:**  
Enter the information of the account that you want debited. It should appear on your bank statement, your check or deposit slip.
- **Account Type:**  
Please indicate the type of account we will be debiting: "Checking" or "Savings."

## ADDITIONAL IRA INFORMATION

If you are opening an IRA, additional information is required:

- **Primary Beneficiary:**  
The person(s) designated by the IRA shareholder to whom distribution of this IRA account shall be made in the event of the death of the shareholder prior to the complete distribution of this custodial account.
- **Contingent Beneficiary: (optional)**  
Should the Primary Beneficiary be unable to take possession of the IRA assets, the IRA shareholder may designate a Secondary Beneficiary(ies) to take distribution of the IRA account.
- **Withholding Information:**  
The distributions you receive from the Fund's retirement account are subject to federal income tax withholding unless you elect not to have any withholding apply. If you elect not to have federal income tax withheld, you are liable for payment of federal income tax on the taxable portions of the distributions, and you may be subject to other tax penalties. You may

change your withholding election for future distributions by notifying the Fund in writing.

## INVESTMENT OPTIONS

### Investment amount:

Please specify the amount you would like to invest. The following explains the limits on different account types.

- Regular Accounts (Individual, Joint Tenant, UGMA/UTMA):
  - Minimum Amount: Please see the fund's prospectus.
  - Minimum Subsequent Investment Amount: Please see the fund's prospectus.
- IRA's (Traditional, Roth, SEP)
  - Minimum Amount: Please see the fund's prospectus.
  - Minimum Subsequent Amount: Please see the fund's prospectus.
  - The following chart shows the maximum per year allowable IRA contributions:

<b>Calendar Year (Contribution Year)</b>	<b>Individuals under 50</b>	<b>Individuals aged 50 and above</b>
2012	\$5,000.00	\$6,000.00
2013	\$5,500.00	\$6,500.00
2014	Indexed with Inflation	Indexed with Inflation

### Distribution options:

You elect the distribution options for your account. The Online Application assumes that you would prefer to have your distributions reinvested. If you would prefer to receive your distributions in cash, the distribution proceeds will be deposited via ACH to the bank account that you provide in Section 4. For all IRA accounts, the distribution options will default to reinvest with no other online option available

### Automatic Investment Plan (AIP):

You may elect to participate in the Fund's Automatic Investment Plan (AIP). This plan allows you to make automatic monthly purchases into your newly established account. Your monthly draw will debit the same bank account that is used for your opening purchase. Total IRA contributions through an AIP may not exceed the above

described limits.

## ONLINE APPLICATION AGREEMENT

Before you can submit your Application, you must review and agree to our Online Application Agreement. This Agreement describes your legal rights and responsibilities, and acts as the contract between you, the investor, and the Fund. Your Online Application will not be processed until you acknowledge that you have read and understand the terms of this Agreement.

## APPLICATION SUMMARY

Once you have completed inputting all of the requested information and consented to the Online Application Agreement, a summary of your information will appear. At this point your Online Application has not yet been submitted to the Fund.

- Please verify that all of the information is correct.
- If some of the information is incorrect, you must use the "Back" button to return to the page with the error. You will then need to re-enter the appropriate information and re-verify it at the summary.
- It is advisable that you print this screen and reserve the hard copy for your records.
- Once you have verified that all of the information is correct, you will need to submit your application to the Fund. **Please click "Submit" only once.**

Please note when you click the "Submit" key, the Fund will process your order to purchase shares in the requested dollar amount for your newly opened fund account at the next available net asset value (NAV). If your order is received before market close, the accepted order will be processed at the NAV calculated on that day. If your order is received after market close, the accepted order will be processed at the NAV calculated on the next business day. Please also note that the Fund reserves the right to reject any Online Application at its sole discretion.

The Fund's **net asset value**(NAV) is the price at which the Fund buys or sells its shares. The Fund's NAV is equal to the value of all of its assets, minus its liabilities, and divided by the number of shares outstanding. The NAV is calculated each day the New York Stock Exchange is open, as of the close of business on the Exchange. All orders placed before the market closes each day are processed using that day's NAV. This is known as **forward pricing**, since the NAV you receive is determined after your trade is placed.

If there is not enough money in your bank account when the Fund draws money to settle your purchase, a **non-sufficient funds fee** of \$25.00 will be charged against your fund account, the purchase will be cancelled and

you will be responsible for any resulting losses to the fund.

### **CONFIRMATION OF RECEIPT OF REQUEST**

Once you have submitted your online account application, you will receive an email containing your reference number, information about your account, as well as information regarding online account access. You will also receive a confirmation statement by mail of your initial investment.