

Check the item(s) to update on your existing OPS non-qualified account(s) - ie. Taxable, IRA, etc.:

- Address Change: Sections 1 and 5
- Name Change: Sections 1 and 5
- Statement/Confirm Delivery: Sections 1, 2, and 5
- Automatic Rebalance (for Self-Directed accounts ONLY): Sections 1, 3, 5 or 6
- Cost Basis: Sections 1, 4, and 5 or 6

1. CLIENT INFORMATION (REQUIRED)

List All Account Numbers affected by the updates requested above:			
Name(s) - Legal documentation (ie. marriage certificate, divorce decree, etc.) is required for name changes			Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married
Legal/Physical Address (Cannot be a PO Box)	City	State	Zip Code
Mailing Address (if different from above)	City	State	Zip Code
Home Phone Number	Work Phone Number	E-Mail Address	

2. STATEMENT AND CONFIRM DELIVERY

DOC TYPE	ELECTRONIC	PAPER
Statement**	<input type="checkbox"/>	<input type="checkbox"/>
Confirm	<input type="checkbox"/>	<input type="checkbox"/>

**By selecting "Electronic", I have entered an email address in Section 1 above and agree to receive electronic statements. I understand the OPS Annual Account Maintenance Fee is \$25.

**By selecting "Paper", I wish to receive paper statements. I understand the OPS Annual Account Maintenance Fee is \$50.

3. AUTOMATIC REBALANCE (For Self-Directed accounts ONLY - Not available for accounts allocated to a strategist model)

- Yes, rebalance my account(s) automatically. I understand my account(s) will be rebalanced at the beginning of each calendar Quarter on or about the 10th of the month, and my account(s) will be rebalanced according to the model allocation on record at that time.
- Please stop the Automatic Rebalance previously established on my account(s).

4. COST BASIS Your choice will apply to the accounts listed in Section 1 and NOT to any future accounts.

Consult a qualified tax professional to determine which cost basis method is appropriate for your tax situation. To update an account, make an election below.

- Loss Harvester (Default)
- First in, First out (FIFO)
- Last in, First out (LIFO)
- Highest Cost
- Lowest Cost
- Average Cost

5. CLIENT SIGNATURE: (Required for Name Changes, Address and Email Changes, and Electronic Statement/Confirm Delivery)

 Primary Owner Signature (if name change, both old and new name must be signed) Joint Owner Signature Date

6. ADVISOR SIGNATURE: (Acceptable for updates to items 3 AND 4 above)

 Advisor Signature Date