

# Letter of Authorization (LOA)



Advisors

Use the Letter of Authorization (LOA) form to transfer cash and/or investments between Wells Fargo brokerage accounts, or to make a partial outgoing transfer to an outside brokerage account

## Section 1 From: Account Information

Complete all fields, including your 8-digit account number.
Wells Fargo 8-Digit Brokerage Account Number
Account Name/Title (e.g., John Doe, John and Mary Doe, the Doe Family Trust, etc.)

## Section 2 Tell Us About Your Transfer Request

Please only select one transfer type, then complete applicable transfer details. If no selection is made, one-time disbursement is the default.

You may elect to distribute cash only, securities only, or both cash and securities.

Purpose for Transfer – required for UTMA/UGMA \_\_\_\_\_

One-Time Instructions (Any future requests will require a new form):

- All Cash and Securities - does not include residuals
- All Cash and Securities - including 90 day cash residual transfer
- Cash \$ \_\_\_\_\_ or  All Cash
- Securities - only those listed on next page
- All Securities

Standing Instructions (may be used for future transactions at the client's request; client must initiate each request):

- Cash - Not to Exceed Dollar Value \$ \_\_\_\_\_ or  Unlimited
- Securities - Not to Exceed Securities and Quantity or Values Listed Below or  Any Securities, Unlimited

Recurring Instructions (automated transfer of a specific dollar amount or type; only available for cash):

Amount \$ \_\_\_\_\_ AND/OR Type(s) (dividends, interest, etc.): \_\_\_\_\_

Start Date: \_\_\_\_\_ Frequency (monthly, quarterly, etc.): \_\_\_\_\_

Expiration Date (if none listed, transfers will continue until you revoke): \_\_\_\_\_

**Investment and Insurance Products are:**

- Not Insured by the FDIC or Any Federal Government Agency
- Not a Deposit or Other Obligation of, or Guaranteed by, the Bank or Any Bank Affiliate
- Subject to Investment Risks, Including Possible Loss of the Principal Amount Invested

Wells Fargo Advisors is a trade name used by Wells Fargo Clearing Services, LLC, Member SIPC, a registered broker-dealer and non-bank affiliate of Wells Fargo & Company.

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Only the securities listed below.

*Need more space? Attach separate pages including Tax Lot Selections if applicable; any attachments must also be signed.*

Number of Shares/Contracts (or for standing instructions, list not to exceed or unlimited quantity)	Security Description	Symbol or CUSIP	For standing instructions, provide maximum market value based on prior business day's closing value

### Section 3 Tell Us How You Want To Move Assets

Please only select one checkbox in Section 3.

Move via Journal to another Wells Fargo Advisors Account

**Important: Time of completion varies based on account activity and method of distribution.**

8-Digit Account Number	Account Title
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Send assets to another Financial Firm (DTC or Partial ACATs)

Receiving Account Number	Receiving Account Name	
Receiving Firm Name	Delivery Instructions	Firm or DTC Number

Check **Important: Checks cannot be mailed directly to the IRS or other taxing authorities.**

**Payee Information - Make Check Payable To:**

Payee Name: \_\_\_\_\_

**Delivery Instructions - Mail to Address: Important: Check cannot be overnighted to a P.O. Box.**

Street Address		City
State	ZIP Code	Country (if outside of U.S.)

Purpose (optional): \_\_\_\_\_

**Delivery Method**

Regular Mail (default)

Overnight Delivery (Fee will apply, overnight is not an option for recurring instructions)

## Section 4 Provide Signature(s) and Date

The undersigned acknowledges that I/We have read this form in its entirety and understand and agree to be bound by this Letter of Authorization and the Terms and Conditions located on page 3.		
Account Owner/Authorized Person Signature  <b>X</b>	Print Name - First Authorized Person	Date Signed
Account Owner/Authorized Person Signature  <b>X</b>	Print Name - Second Authorized Person	Date Signed

## Section 5 Next Steps

WellsTrade® - Submit your Completed Form via Secure Email or Mail (for Non-Electronic Signatures).  
 Ensure all sections are complete and that the form is signed and dated.  
 Secure Email: (available from computers and tablets only):

- Scan or take photos of your completed form.
  - Include your Wells Fargo Advisors account number on each document.
  - Documents must be clear, legible and include all pages.
- Select [www.wellsfargo.com/senddocument](http://www.wellsfargo.com/senddocument) to access Message Center.
- Choose Attach Documents, then select Send. Please note that attachments cannot be larger than 25 MB.

Mail: Wells Fargo Advisors, Attention: MAC N9160-01P  
 PO Box 77046, Minneapolis, MN 55480-9902  
 Should you require assistance with this form, please call 1-800 TRADERS (1-800-872-3377).

## Terms and Conditions

WELLS FARGO CLEARING SERVICES, LLC, ("WFA"), and Wells Fargo Bank, N.A., are separate affiliates of Wells Fargo & Company. As separate legal entities, none are responsible for the obligations of the others. Stocks, bonds, mutual funds, and other securities bought and sold through WFA are not bank deposits of any bank and are not insured or otherwise protected by the Federal Deposit Insurance Corporation or any other government agency; are not an obligation of any bank or any affiliate of WFA; are not endorsed or guaranteed by Wells Fargo & Company, WFA, or any bank or any affiliate of WFA; and involve investment risk including possible loss of principal. Accounts are carried by Wells Fargo Clearing Services, LLC, member NYSE/SIPC.

In consideration of WFA accepting the instructions on this document, I release and discharge WFA and its affiliates from any liability or claims in connection with these instructions and agree to indemnify and hold WFA harmless against any losses from any action, claim, or demand of any person based upon WFA acting under these instructions.

For transfers to third party accounts in which you have no ownership interest, you agree that by signing this document that you are irrevocably relinquishing all rights, title, and interest to the asset(s) listed on this document.

I acknowledge that I have read and understand the terms of this request to transfer assets and further acknowledge that the terms of this request are binding regardless of any other agreement(s) between me and the recipient(s) of these assets.