

3 Transfer Amount (TO the New Account Owner)

You can request a transfer of all or a portion of your Account. If you request a partial transfer, then you must indicate the outgoing transfer amount in either dollars **OR** as a percentage of the Investment Option(s) you currently own.

(Check only one box.) The amounts transferred will be posted into the same Investment Option(s) in the new Account.

Transfer ENTIRE balance, including all Investment Options.

Transfer a PARTIAL balance (Complete the boxes below in dollars OR as a percentage. Complete only 1 column.)

Investment Option Name (Fund Code)	Indicate the Amount (in dollars OR percentage)						
	Dollars						Percentage
Managed Allocation Option (Age based)	\$,			.00%
Aggressive Managed Allocation Option (Age based)	\$,			.00%
High Equity Option (1955)	\$,			.00%
100% Equity Index Option (2251)	\$,			.00%
Social Choice Equity Option (2260)	\$,			.00%
Principal Plus Interest Option (1956)	\$,			.00%
100% Fixed Income Option (2253)	\$,			.00%
Money Market Option (2261)	\$,			.00%
Total OUTGOING Amount	\$,			

4 Signature and Authorization (Both the current and new Account Owners must sign this section for this change to take effect.)

By signing this form, I authorize the transfer of my Account to another eligible Account Owner and acknowledge the following:

- This transfer is irrevocable, terminates my ownership and transfers ownership, reversionary rights and powers (i.e., power to substitute beneficiaries and to direct distributions from the Account) to the new Account Owner.
- This transfer is effective when the Program Manager processes this form, which may include the establishment of a new Account for the new Account Owner. An *Account Application* completed by the new Account Owner either accompanies this form or has been previously completed if the new Account Owner already maintains an Account for this Beneficiary.
- If I am participating in the Automatic Contribution Plan (ACP), I understand that my participation in ACP will be cancelled only if I transfer my entire Account balance to a new Account Owner; otherwise my ACP contributions will continue in my previously designated Investment Option(s) unless an *Electronic Banking Information Form* accompanies this form.
- If I am making contributions by automatic payroll deduction, I understand that my payroll contributions will continue in my original Account, unless an updated *Payroll Deduction Form* (or *State of Connecticut Employee Payroll Deduction Form*) accompanies this form to reallocate payroll contributions among my Account(s). I also understand that I must notify my employer (or the Program Manager if I am a State of Connecticut employee) if I want to stop or change the amount of my payroll deduction.

For Entity Accounts, e.g. Trusts, Estates, Business Entities, IRC 501(c)(3) Organizations, or State/Local governments.

If I am signing on behalf of an entity, I certify that I am authorized by the entity Account Owner identified in Section 1 to act on its behalf and I have attached the appropriate documentation to substantiate authorization for this transaction.

I/We further understand that withdrawals cannot be made from the new Account within 30 days of this change unless a medallion signature guarantee¹ of my/our signature (i.e. the current Account Owners) appears below.

Current Account Owner

Signature of Current Account Owner or Authorized Representative of Entity

Date

Signature of Current Joint Account Owner, if applicable

Date

New Account Owner

Signature of New Account Owner or Authorized Representative of Entity

Date

Important Information about a Change of Account Owner

By completing this form, the current Account Owner(s) intends to grant ownership of this Account to the designated new Account Owner and revokes all rights to this Account. The new Account Owner is entitled to all benefits of account ownership upon establishment of the new Account. Both the current and the new Account Owner must sign in Section 4 for this change to take effect. Only one Account may be opened for each Account Owner/Beneficiary. You may wish to consult with your financial, legal and/or tax advisor before completing this form. See the *Disclosure Booklet* for information. **Questions?** Call toll-free 1-888-799-CHET (1-888-799-2438).

Mail this form to:

Overnight Mail

Connecticut Higher Education Trust
30 Dan Road
Canton, MA 02021-2809

Regular Mail

Connecticut Higher Education Trust
P.O. Box 150499
Hartford, CT 06115-0499

Program Administration by TIAA-CREF Tuition Financing, Inc.
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¹ Certain commercial banks, trust companies, savings associations, credit unions and members of the United States stock exchange participate in the medallion signature guarantee program. A notary public **cannot** provide a medallion signature guarantee. Please contact your bank or broker, if needed.



List of Approved Documents for Substantiation by Entity Account Owners

Substantiation is required from an entity Account Owner when opening a Program Account or when conducting a transaction for that Account. Such documentation must include the following:

- **the legal status of the entity;**
- **authorization by the entity to open the Account or conduct the transaction; and**
- **authorization by the entity for the signer of the form to open the Account or conduct the transaction.**

The same document may provide substantiation of all of the three required elements.

The documents set forth below have been approved by the Board to meet these substantiation requirements and must be original or certified documents, dated no more than 60 days prior to receipt by the Program.

1. A corporate by-law extract or corporate resolution certified by an officer of the corporation (other than an individual authorized thereby to act as signer for the corporation's Account), with raised seal if in use by the corporation;
2. A certificate signed by the owner of a sole proprietorship;
3. A certificate signed by a general partner of a partnership (other than an individual authorized by the certificate to act as signer for the partnership's Account);
4. A certificate signed by an officer of a limited liability company, other company or association (other than an individual authorized by the certificate to act as signer for the Account of the limited liability company, other company or association);
5. A certificate signed by the chief executive officer of a state or local government agency;
6. A certified copy of a court order establishing an estate and naming a legal representative of the estate that is authorized to act as a signer of the Account of the estate;
7. A certificate signed by the trustee of a trust, a court order, or a certified copy of the portion(s) of a trust instrument, that confirms the creation of the trust and the identity of the trustee, and provides authorization for the trustee to act as a signer for the Account of the trust;
8. A letter or memorandum from the Internal Revenue Service indicating that the entity is an organization described in Section 501(c)(3) of the Internal Revenue Code;
9. An original memorandum exhibiting the appropriate letterhead and containing the holographic signature of any one of the following: (a) the chief executive officer of a corporation or limited liability company; (b) the general partner of a partnership; (c) the owner of a sole proprietorship; or (d) the chief executive officer of a state or local government agency; or
10. If the entity Account Owner is unable to provide substantiation in any of the foregoing forms, the entity Account Owner may propose an alternate form of substantiation to the Program administrator's designee for consideration. The Program administrator's designee must review the alternate form of substantiation for authenticity and completeness and must accept or reject it.
 - ***If judged authentic and complete***, the Program administrator's designee must act on the alternate form of substantiation within 30 business days of so determining.
 - ***If judged inauthentic or incomplete***, the Program administrator's designee must notify the Account Owner of the rejection of the alternate form of substantiation and set forth the reason for such determination in writing within 30 business days of so determining.

Please retain a copy of this notice with your records.