



**3. Payee and Payment Method** *(Choose One.)*

**Important:** Electronic payment by Automated Clearing House (ACH) is only available if you have already established this service for your Account. It may take two to five business days for the proceeds of a withdrawal to transmit to your bank account. If the service has not been established for at least seven calendar days, withdrawal proceeds will be sent by check. To establish bank services, log in to your account online or download the **Account Features Form** at [learningquest.com](http://learningquest.com). Payment by ACH to an eligible educational institution is not available.

If you would like a check sent via expedited delivery (**no P.O. mailboxes permitted**), a \$10 fee will be applied to your account. With expedited delivery, the withdrawal check should be received within three business days once your request is received in good order and processed.

A.  **Payable to the Account Owner.** By Check to the address of record. Check here if you would like the expedited service. *(\$10 fee)* By Automated Clearing House (ACH) to Bank Account of Account Owner *(already on file)*.

Please confirm bank information on file:

Bank Name

Last four digits of Bank Account Number

B.  **Payable to the Designated Beneficiary.** By Check to the Beneficiary's address of record. Check here if you would like the expedited service. *(\$10 fee)* By Automated Clearing House (ACH) to Bank Account of Beneficiary *(already on file)*.

Please confirm bank information on file:

Bank Name

Last four digits of Bank Account Number



## 5. Signature — YOU MUST SIGN BELOW

I certify that I have read and understand, consent, and agree to all terms and conditions of the Handbook and understand the rules and regulations governing withdrawals from my Learning Quest Advisor Account. I also certify that the information provided on this form is accurate and hereby instruct Learning Quest Advisor to distribute my Account as I have indicated.

If you elected to do business in writing only, all Account Owners must sign below. A signature guarantee may be required.

Signature of Account Owner/Responsible Individual/Custodian

 —  — 

Date (mm/dd/yyyy)

Signature of Joint Account Owner

 —  — 

Date (mm/dd/yyyy)

Signature of Authorized Signer/Title (if applicable)

 —  — 

Date (mm/dd/yyyy)

Signature of Authorized Signer/Title (if applicable)

 —  — 

Date (mm/dd/yyyy)

## Signature Guarantee — IF APPLICABLE

A signature guarantee is a warranty by the guarantor that the signature is genuine and that the person signing is competent and authorized to sign. The signature(s) must correspond in every particular, without alteration, with the name(s) printed on the current account registration. Each signature must be guaranteed by a participant in a Securities Transfer Association Signature Guarantee Program. Many domestic banks, trust companies, credit unions, brokers, dealers, national securities exchanges, registered securities associations, clearing agencies and savings associations participate in such programs. Each guarantee must be an original ink stamp that states "Signature Guaranteed/Medallion Guaranteed" and must be signed on behalf of the guarantor by an authorized person.

**Note: Acknowledgement of signature by a notary public is NOT acceptable. Please affix signature guarantee ink stamp below with appropriate signature, title of officer and date.**

Signature Guarantor

Title

Name of Institution

 —  — 

Date (mm/dd/yyyy)

**Authorized Officer to place stamp here**