

# Signature Guaranteed Letter of Instruction

PO Box 55932 • Boston, MA 02205-5932 • 800-525-3713

Use this Letter of Instruction for requests requiring a Signature Guarantee.

- Please explain the nature of your request.
- Mail the **original** to the provided address.
- Print in capital letter using black ink.
- Questions? Call 800-525-3713.

## General Letter of Instruction

Account Number(s)

Account Owner(s)

Phone Number

Additional Phone Number (optional)

Dear Janus,

### Signed:

All registered owners must sign and have their signatures guaranteed. (Please read instructions below before signing.)

**X**

Signature of Account Owner

Date

**X**

Signature of Additional Owner (if applicable)

Date

Please Print Full Name

Please Print Full Name

**SIGNATURE GUARANTEE STAMP  
(Including Medallion Guarantees)**

**SIGNATURE GUARANTEE STAMP  
(Including Medallion Guarantees)**

**PLACE GUARANTEE STAMP AND AUTHORIZED SIGNATURE INSIDE OF THE SPACE PROVIDED ABOVE. DO NOT OVERLAP ANY PART OF THE STAMP AND/OR SIGNATURE WITH OTHER TEXT IN THE APPLICATION.**

**The Letter of Instruction must be signed in the presence of the individual guaranteeing your signature.** A signature guarantee assures a signature is genuine and protects you from unauthorized requests on your account. Financial institutions that may guarantee signatures include banks, savings and loans, trust companies, credit unions, broker/dealers and member firms of a national securities exchange. Contact the financial institution you intend to obtain a signature guarantee from for further information. **A notary public cannot provide a signature guarantee.**