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CHANGE OF REGISTRATION GUIDELINES

OVERNIGHT DELIVERY TO:

Heartland Funds, c/o ALPS Fund Services,
1290 Broadway, Suite 1100, Denver, CO 80203

REGULAR MAIL TO:

Heartland Funds
P.O. Box 177, Denver, CO 80201-0177

FOR ASSISTANCE, PLEASE CALL A

SHAREHOLDER SERVICES REPRESENTATIVE
AT 1-800-432-7856 OR (414) 289-7000.

The following are guidelines to assist you in changing the registration on your account. If you have any questions or need additional registration instructions, please call a Heartland representative at 1-800-432-7856.

In most cases you will need to have your signature Medallion guaranteed to process the registration change. A Medallion signature guarantee is most easily obtained from an institution with which you have a financial relationship. Examples of institutions that provide signature guarantees are Commercial Banks, Trust Companies, Broker/Dealers, Savings and Loans, and Credit Unions. A notary public is not an acceptable guarantor.

1 INDIVIDUAL		
Type of account	Re-register to	We require
Individual	Joint Tenants with Rights of Survivorship	Change of Registration Form, Medallion signature guaranteed. New Account Application.
Individual	Trust	Change of Registration Form, Medallion signature guaranteed. New Account Application. A copy of the trust document.
Individual – Death of Individual	Estate	Letter of Instruction signed by the Personal Representative of the Estate, Medallion signature guaranteed. Letters of Testamentary appointing the Personal Representative, dated no earlier than 60 days from the request to transfer. Certified copy of the death certificate. New Account Application.
2 JOINT		
Type of account	Re-register to	We require
Joint Tenants with Right of Survivorship – <i>All owners living</i>	Individual, or Joint Tenants with Rights of Survivorship	Change of Registration Form, signed by all current owners, Medallion signature guaranteed. New Account Application.
Joint Tenants with Right of Survivorship – <i>When due to divorce</i>	Individual, or Joint Tenants with Rights of Survivorship	Letter of Instruction signed by all current owners of the account, Medallion signature guaranteed OR Certified copy of the divorce decree that states who the owner is. New Account Application.
Joint Tenants with Right of Survivorship – <i>Death of one owner</i>	Individual, for surviving owner	Letter of Instruction signed by the surviving owner, Medallion signature guaranteed. Certified copy of the death certificate. New Account Application.
Joint Tenants with Right of Survivorship – <i>Death of all owners</i>	Estate of the most recently deceased	Letter of Instruction signed by the Personal Representative of the Estate, Medallion signature guaranteed. Letters of Testamentary appointing the Personal Representative, dated no earlier than 60 days from the request to transfer. Must be submitted for both tenants. Certified copy of the death certificates for each deceased tenant. New Account Application.
3 TRUST		
Type of account	Re-register to	We require
Trust – Death of a Trustee		Letter of instruction signed by all surviving Trustees. Certified copy of the death certificate. Copy of the trust showing the term of the trust by which a successor trustee is appointed at the death of a trustee. New Account Application.

4	UGMA/UTMA (UNIFORM GIFT/TRANSFER TO MINOR ACCOUNT)		
	Type of account	Re-register to	We require
	UGMA/UTMA – Minor reaches age of majority	Individual	Letter of instruction signed by the custodian verifying that the custodian is aware of the Transfer, Medallion signature guaranteed and New Account Application completed by the former minor OR Letter of instruction signed by the former minor stating that he/she is now the age of majority, or Driver's License. New Account Application completed by the former minor and Birth Certificate.
5	NAME CHANGE		
	Type of account	Re-register to	We require
	Name Change		Letter of instruction signed with both the new name and old name, Medallion signature guaranteed and a certified copy of marriage certificate or name change document.

For additional registration changes, please call a Heartland representative at 1-800-432-7856 or (414) 289-7000.