

Medallion Stamp Member Checklist

Delta Community CU is providing this checklist to assist members with the preparation of documents requiring a Medallion Guarantee.

A Medallion Guarantee can only be done by certain officers of Delta Community CU. To assure a Medallion officer will be available to help you with your request, please call and schedule an appointment before your visit at 800-544-3328. You will be transferred to your local branch for assistance.

You must be an established member in good standing with Delta Community CU before this service can be extended. Membership with Delta Community CU must be six months or greater. We do not provide this service for non-members.

Before a Medallion Guarantee can be provided, the following must be presented to the officer:

- The credit union officer will verify that you are an established member in good standing. Please present your account number(s).
- The officer must verify the signature is genuine, so please do not sign the documents before you arrive. A **primary (Drivers License, passport, state I.D. card)** is required to verify identity of all owners and that the appropriate person(s) are signing and present.
- The **most recent statement** is required to verify account values related to the trade or instruction letter. Our stamp covers up to \$500,000 in value, therefore we are unable to guarantee the redemption or and transfer of securities valued higher than that.
- **Physical Stock Certificate (if applicable) accompanied by the irrevocable & stock power.**
- If stock is involved in the transaction we will need **stock prices** as of the day we are stamping your documents. You can get this information from numerous web sites or your broker/dealer can fax us the current value on their company's letterhead. Suggested sites are **STAMPeSource.com, NASDAQ.com/aol.com, Bloomberg.com, NYSE.com and MoneyCentral.msn.com. You may also copy the Wall Street Journal or USA Today from the current day.**

If you are signing in a capacity other than for yourself such as Executor, Guardian, Administrator, or Trustee, we need the supporting documents to verify your authorization. Please make arrangements to fax these documents ahead as we will need to read them and possibly seek legal advisement depending on the complexity. (Call 1-800-544-3328 to obtain fax # of your local branch.)

Legal supporting documents may include:

- Death Certificates
- Letters of Testamentary
- For executors: Letters Testamentary, Letters of Administration or similar authorization from a probate court.
(Typically an un-probated will is not sufficient authorization.)
- Trust Documents
- Wills
- Affidavit of Domicile

Updated 7/2014

The Medallion imprint can **only be used** on transactions that involve the **sale, transfer, and redemption of liquidation of securities. Not to be used for beneficiary or address change.**

If you have questions, please call a Medallion Officer and we will be happy to assist you. We want to provide you with this service and make it a smooth transaction.

Please be aware this transaction may require additional time and your patience is appreciated.

Medallion Guarantee

Purpose

A Medallion Guarantee warrants that the signature is genuine, the signer is an appropriate person to endorse and the signer has the legal capacity to sign. The Medallion Guarantee supplied for transactions cannot be a photocopy. An original Medallion Guarantee is designed to protect the account from fraud. The only use for the Medallion Guarantee is for transferring or selling securities. If you hold securities in physical certificate form and want to transfer or sell them, you will need to sign the certificates or securities powers. You will probably need to get your medallion guarantee before a transfer agent will accept the transaction. This process protects the person who owns the stock or certificate by making it harder for someone to forge your signature. Transfer agents insist on medallion guarantees because they limit their liability and losses if a signature turns out to be forged. That liability is on the financial institution that accepted the signature and put the Medallion stamp on the certificate. The guarantee should appear on the instrument as close as practicable to the endorsement.

NOT a Notary Public

Contrary to popular belief, a Medallion Stamp is not a duly commissioned Notary Public. **The big difference is the liability.** The organization that guarantees the authenticity of the signature is liable for the financial value of the transaction. The financial institution must be very careful to establish the identity of the person whose signature they are guaranteeing.

Special Equipment and Ink

The Medallion imprint incorporates bar code technology, and it has obvious and hidden security features designed to deter counterfeiting. The stamp uses a very special green ink, called STAMP2000 ink. This ink has special qualities. One is the visible green pigment. The other is the invisible security compound that is only detectable using a STAMP2000 Transfer Agent Document Reader.

Great Liability

Obviously there is a great deal of liability connected to the use of a Medallion Guarantee and as in any part of our financial institution **we must be watchful for fraud.** Our bond is **\$500,000.00 and that is maximum we can Medallion Guarantee.**