

Ownership Change Due to Life Events Information Guide



At T. Rowe Price, we understand things happen that create a need to change the owners of an account. We want to make that process as easy as possible while protecting you. The documentation required will vary depending on the current ownership and situation. Common events in life that require a change of owners on an account include:

- **Death**
- **Financial or estate planning**
- **Marriage**
- **Divorce**
- **Gifts**
- **Minor has reached age of majority**

To use this guide, find the life event that best describes your situation and follow the instructions. If you do not see your situation, or if you would like help completing the forms, please call. We can complete the form over the phone and send it to you securely via online access.

You will complete **two** forms:

- [Ownership Change](#) form
- [New Account](#) form ([Mutual Fund New Account](#) form or [Brokerage New Account](#) form as applicable)

- This paper clip indicates you may need to attach documentation.
- This stamp indicates a signature guarantee is required.
TIN = Tax identification number

Cost Basis Information

T. Rowe Price is required to keep track of the cost basis of the covered securities in your account for reporting such information to the Internal Revenue Service (IRS). To help you provide us with the proper cost basis information, we provide some general guidelines, which may help you discuss the topic with your tax professional and assist you in completing our forms for recording the proper cost basis information.

Due to complexities of the rules, you should always consult your tax professional with respect to the proper cost basis of the assets transferred to your account and should not rely solely on these guidelines. Due to the differences between IRS regulations governing basis determination by your financial institution and by you for your tax reporting, you should note that the basis reported to you may not always be the same as the basis you should report on your tax returns and that you are solely responsible for reporting the correct basis in your tax returns.

1 Death

When an account owner dies, notify T. Rowe Price by phone so that we can place a hold on the account until the proper documentation is submitted.

1A Current Ownership: One Owner (No Beneficiaries on File)

1. Complete the [Ownership Change](#) form to move assets into an estate account. Signatures are required from all executors.
2. Complete the [New Account](#) form for the estate and provide the estate TIN. If moving assets into another account from the estate (for example, transferring to the estate's beneficiaries), additional forms are required. Please also follow the steps outlined under Financial Planning, Marriage, Divorce, or Gifts: Current Ownership: Estate.
3. Submit letters testamentary (or other appointment of the executor) from the probate court appointing executor of estate (certified by the court within the last 6 months) or the applicable small estate affidavit (please consult with an attorney). Any cost basis adjustments, if applicable, should be provided by the personal representative. See Section 1G, Cost Basis, for more details.
4. Submit an inheritance tax waiver if required by state law.

1B Current Ownership: Estate With Deceased Executor

1. Complete the [Ownership Change](#) form. Signature with signature guarantee is required from newly appointed executor.
2. Complete the [New Account](#) form. Signature is required from newly appointed executor.
3. Submit letters testamentary (or other appointment of the successor executor) from probate court appointing successor executor of estate (certified by the court within 6 months).

1C Current Ownership: One or More Owners (Beneficiaries on File)

All Owners Deceased

1. Complete the [Ownership Change](#) form. Signature with signature guarantee is required from the beneficiary. Each inheriting beneficiary should complete a separate [Ownership Change](#) form.
2. Each inheriting beneficiary should complete a separate [New Account](#) form. Signatures are required from all owners of the new account.
 - a. If moving assets into a trust that is a named beneficiary, submit the trust document pages that include the trust name, date, current trustees' names, and signatures. If a Brokerage account with margin or options, also submit the [Brokerage Trustee Certification](#) form.
3. Submit a copy of all deceased owners' death certificates.
4. If the beneficiary requests a cost basis other than fair market value, submit letters testamentary (or other appointment of the executor) from the probate court appointing executor of estate (certified within 6 months) or the applicable small estate affidavit. Any cost basis adjustments, if applicable, should be provided by the personal representative. See Section 1G, Cost Basis, for more details.
5. Submit an inheritance tax waiver for each deceased owner if required by state law.

Account Has Surviving Owner(s)

1. Complete the [Ownership Change](#) form. Signature of surviving joint owner(s) is required. If adding new owners, a signature guarantee also is required.
2. Complete the [New Account](#) form (unless assets will go to an existing account with all the surviving and/or new owner names). Signatures are required from all owners of the new account.
 - a. If moving assets into a trust for the surviving owner, submit the trust document pages that include the trust name, date, current trustees' names, and signatures. If a Brokerage account with margin or options, also submit the [Brokerage Trustee Certification](#) form.
3. If the surviving owner requests a cost basis other than fair market value, submit letters testamentary (or other appointment of the executor) from the probate court appointing executor of estate (certified within 6 months) or the applicable small estate affidavit. Any cost basis adjustments, if applicable, should be provided by the personal representative. See Section 1G, Cost Basis, for more details.
4. Submit a copy of all deceased owners' death certificates.
5. Submit an inheritance tax waiver for each deceased owner if required by state law.

1D Current Ownership: Two or More Owners (No Beneficiaries on File)

All Owners Deceased

1. Complete the [Ownership Change](#) form. Signatures are required from the executor(s) of the most recently deceased owner. If the account is under community property or tenants in common ownership, signatures are required from all executors of each of the deceased owners' estates.
2. Complete the [New Account](#) form for the estate and provide the estate TIN. If moving assets into another account from the estate (for example, transferring to the estate's beneficiaries), please complete an additional set of forms as outlined under Financial Planning, Marriage, Divorce, or Gifts: Current Ownership: Estate.
3. Submit a copy of all deceased owners' death certificates. 
4. Submit letters testamentary (or other appointment of the executor) from the probate court appointing executor of estate or the applicable small estate affidavit (please consult with an attorney) for the most recently deceased owner.  If the account has community property or tenants in common ownership, letters testamentary (certified by the court within 6 months) or the applicable small estate affidavit is required for each of the deceased owner(s). Any cost basis adjustments, if applicable, should be provided by the personal representative. See Section 1G, Cost Basis, for more details.
5. Submit an inheritance tax waiver for each deceased owner if required by state law. 

Account Has Surviving Owner(s)

1. Complete the [Ownership Change](#) form. Signature of surviving joint owner(s) is required. Signature guarantee  is required if:
 - a. Adding new owners—signature guarantee is required from surviving joint owner(s).
 - b. Community property or tenants in common ownership—signature guarantee  is required of all surviving tenants and the executor of the deceased owner's estate.
 - c. Surviving owner is disclaiming assets (please consult with an attorney).
2. Complete the [New Account](#) form (unless assets will go to an existing account with all the surviving and/or new owner names). Signatures are required from all owners of the new account.
 - a. If moving assets into a trust for the surviving owner, submit the trust document pages that include the trust name, date, current trustees' names, and signatures. If a Brokerage account with margin or options, also submit the [Brokerage Trustee Certification](#) form. 
3. Submit a copy of all deceased owners' death certificates. 
4. Submit an inheritance tax waiver for each deceased owner if required by state law. 
5. If the account is under community property or tenants in common ownership or has been disclaimed by the surviving joint owners or the surviving owner requests a cost basis other than fair market value, submit letters testamentary (or other appointment of the executor) from probate court appointing executor of estate (certified within 6 months) or the applicable small estate affidavit.  Any cost basis adjustments, if applicable, should be provided by the personal representative. See Section 1G, Cost Basis, for more details.
6. If the surviving owner has disclaimed the assets, submit a copy of the disclaimer as required by state law (please consult with an attorney).  A death certificate is not required.

1E Current Ownership: Trust With Deceased Trustee(s)

1. Complete the [Ownership Change](#) form. Signatures are required from all remaining and new trustees. If a new trustee has been added, a signature guarantee  is required from the remaining trustees. If there are no remaining trustees, a signature guarantee  is required from all new trustees.

2. Complete the [New Account](#) form. Signatures are required from all new trustees.
 - a. If moving assets into a different trust, submit the trust document pages (certified within 6 months) that include the trust name, date, current trustees' names, and signatures. If a Brokerage account with margin or options, also submit the [Brokerage Trustee Certification](#) form. 
3. Submit a copy of all deceased trustees' death certificates. 
4. If a new trustee has been added, submit the trust document pages (certified within 6 months) that name the new/successor trustees. 

1F Current Ownership: Minor With Deceased Custodian

1. Complete the [Ownership Change](#) form.
 - a. Minor has not reached age of majority: Signature with signature guarantee  is required from the successor custodian.
 - b. Minor has reached age of majority: Signature with signature guarantee  is required from the former minor.
2. Complete the [New Account](#) form.
 - a. Minor has not reached age of majority: Signature is required from the successor custodian.
 - b. Minor has reached age of majority: Signatures are required from all owners of the new account.
3. Submit a copy of the deceased custodian's death certificate. 
4. Submit documentation of the successor custodian.
 - a. If the successor custodian has been appointed by the court, submit the court-certified appointment. 
 - b. If the successor custodian was appointed by the deceased custodian prior to death, submit a copy of the notarized or witnessed instrument of designation. 
 - c. Upon the minor reaching age 14, in general, the minor may appoint a successor custodian within 60 days of the custodian's death by submitting signed instructions and a copy of the minor's birth certificate. 
 - d. If the deceased custodian was a resident of Missouri, the executor of the custodian's estate may appoint the new custodian by submitting signed instructions and letters testamentary (or other appointment of the executor) from probate court appointing executor of estate (certified by the court within 6 months). 

1G Cost Basis

If you are receiving mutual fund shares or corporate stock (collectively, "Securities") from a decedent, your cost basis in the Securities may depend on the type of account and your relationship to the decedent. For purposes of tracking cost basis, we will equally divide tax lots unless the personal representative instructs otherwise.

Current Ownership: One Owner (the Decedent)

Your cost basis in the Securities acquired from the decedent's account is generally the fair market value of the Securities on the date of death. The estate may also choose to value the Securities on an alternate valuation date (see IRS Form 706 instructions).

Beneficiaries will receive fair market value basis for their portion of inherited assets unless the personal representative provides a different percent.

If the Securities should be valued on an alternate valuation date, provide the date of death on the form and, on a separate page, the alternate valuation date and the value of the Securities.

Current Ownership: Two or More Owners

If all owners are deceased, refer to Current Ownership: One Owner (the Decedent) above to determine how you should complete the [Ownership Change](#) form.

If you are a surviving joint owner, your basis in the portion of the property you received is generally the fair market value of such portion at the date of death (or on an alternate valuation date, if so elected) to the extent that the

value of such property is included in the decedent's gross estate. See IRS Publication 551, Basis of Assets, for more information.

Complete the "Inherited Assets" section of the [Ownership Change](#) form by filling in the date of death and inserting in the box "Fair Market Value Basis Percent" the portion of the account that should have a basis equal to the fair market value on the date of death.

If the account is held **only** by spouses as tenants by the entirety or joint tenants with right of survivorship, we will treat the account as "qualified joint interest"—50% of the equally divided assets will be at fair market value basis for the surviving spouse unless the personal representative provides a different percent.

If the account is community property, the surviving spouse is generally entitled to full fair market value basis, and 100% will have a cost basis at fair market value for the surviving spouse unless the personal representative provides a different percent. See IRS Publication 555, Community Property, for more information.

In all other cases, we will treat the inherited assets as noncovered securities not entitled to fair market value basis unless the personal representative provides a separate page to accurately identify specific shares that may receive fair market value basis.

"Noncovered" refers to securities, including mutual funds, that are not subject to cost basis reporting on Form 1099-B, such as corporate stock purchased **prior to** January 1, 2011, and mutual fund shares purchased **prior to** January 1, 2012.

NOTE: Special rules apply to Securities from a decedent who died in 2010. See IRS Publication 4895, Tax Treatment of Property Acquired From a Decedent Dying in 2010.

2 Financial Planning, Marriage, Divorce, or Gifts

In these scenarios, the current owner(s) is alive. For IRA owners needing to transfer assets due to divorce, complete the [IRA Divorce Transfer](#) form. For IRA inheritance, complete the [IRA Distribution](#) form.

2A Current Ownership: One Owner

1. Complete the [Ownership Change](#) form. Signature with signature guarantee  is required from the current owner. Exceptions:
 - a. If moving assets to a trust and the current owner is the sole trustee, signature guarantee is not required.
 - b. If moving assets to a Uniform Gifts to Minors Act (UGMA)/Uniform Transfers to Minors Act (UTMA) account where the current owner is the custodian, signature guarantee is not required.
2. The new owner(s) should complete the [New Account](#) form (unless assets will go to an existing account with all the new owner names). Signatures are required from all owners of the new account.
 - a. If moving assets into a trust, submit the trust document pages that include the trust name, date, current trustees' names, and signatures. If a Brokerage account with margin or options, also submit the [Brokerage Trustee Certification](#) form. 
 - b. If appointing an agent using a power of attorney (POA) document drafted by an attorney, submit an original of the POA document or a copy certified within 90 days. 

2B Current Ownership: Two or More Owners

1. Complete the [Ownership Change](#) form. Signatures with signature guarantee  are required from all current owners. Exceptions:
 - a. If moving assets to a trust and current joint owners are also the only co-trustees, signature guarantee is not required.
 - b. If moving assets to an UGMA/UTMA account where one of the current owners is the custodian, signature guarantee is not required.

2. The new owner(s) should complete the [New Account](#) form (unless assets will go to an existing account with all the new owner names). Signatures are required from all owners of the new account.
 - a. If moving assets into a trust, submit the trust document pages that include the trust name, date, current trustees' names, and signatures. If a Brokerage account with margin or options, also submit the [Brokerage Trustee Certification](#) form. 
 - b. If appointing an agent using a POA document drafted by an attorney, submit an original copy of the POA document or a copy certified within 90 days. 

2C Current Ownership: Trust

All Trustees Acting

1. Complete the [Ownership Change](#) form. Signatures with signature guarantee  are required from all current trustees. If trustee names are not listed in the account registration, submit the trust document pages (certified within 6 months) that include the trust name, date, current trustees' names, and signatures. 
2. The trustee(s) of the new account should complete the [New Account](#) form. Signatures are required from all trustees of the new account. If moving assets into a different trust, submit the trust document pages that include the trust name, date, current trustees' names, and signatures. If a Brokerage account with margin or options, also submit the [Brokerage Trustee Certification](#) form. 

Change Trustee (Not Due to Death)

1. Complete the [Ownership Change](#) form. Signatures with signature guarantee  are required from all remaining and new trustees.
2. Complete the [New Account](#) form. Signatures are required from all trustees of the new account.
 - a. If a new trustee has been added, submit the trust document pages (certified within 6 months) that name the new/successor trustees. 
 - b. If a trustee has resigned or has been removed, submit the trust document pages (certified within 6 months) that document the trustee resignation/removal. 
 - c. If moving assets into a different trust, submit the trust document pages (certified within 6 months) that include the trust name, date, current trustees' names, and signatures. If a Brokerage account with margin or options, also submit the [Brokerage Trustee Certification](#) form. 

2D Current Ownership: Minor

Generally, an account with a minor as an owner is listed as UGMA or UTMA. The custodian listed on the account has the authority to act on behalf of the minor. When a minor reaches age of majority as determined by state law, ownership may be changed to the former minor.

Minor Reached Age of Majority

1. Complete the [Ownership Change](#) form. Signature is required from custodian. If the former minor is adding a joint owner, signature with signature guarantee  is required from the former minor.
2. The former minor should complete the [New Account](#) form. Signatures are required from all owners of the new account.
3. Submit a copy of the minor's birth certificate. 

Resignation of Custodian

1. Complete the [Ownership Change](#) form. Signature with signature guarantee  is required from the resigning custodian.
2. The successor custodian should complete the [New Account](#) form. Signature is required from the successor custodian.
3. Submit documentation of a successor custodian.
 - a. If the successor custodian has been appointed by the court, submit the court-certified appointment.
 - b. If the successor custodian was appointed by the resigning

custodian, submit a copy of the notarized or witnessed instrument of designation. 

- c. If a successor custodian has not been appointed, then upon the minor reaching age 14, in general, the minor may appoint a successor custodian within 60 days of the custodian's resignation by submitting signed instructions and a copy of the minor's birth certificate. 

2E Current Ownership: Estate—Distributing to Estate Beneficiaries

1. Complete the [Ownership Change](#) form. Signatures with signature guarantee  are required from all executors.
2. Each heir should complete a *New Account* form. Signatures are required from all owners of each new account.

2F Cost Basis

Gift

We are generally required to treat a transfer as a gift unless the originating account and the receiving account have at least one common owner. If we are required to treat the transfer to you as a gift, your basis in the account is generally the same as the transferor.

However, there is an exception. If the fair market value of the Securities on the date of the gift is lower than the transferor's basis in such Securities, then your basis for determining gain is the transferor's basis, but your basis for determining loss is the fair market value on the date of the gift. You would not have any gain or loss if you sell the Securities at a price between the fair market value on the date of the gift and the transferor's basis. We are not required to make any basis adjustment for any gift tax paid.

The above only explains how we report your transactions to the IRS. You may have to report differently on your tax return. See IRS Publication 551 for more information on determining your basis in gifts.

Spousal Transfer (Marriage or Divorce)

If the account is transferred to you by your spouse, your basis is generally the same as the transferor's basis. This also applies to a transfer incident to the divorce, generally a transfer that occurs within one year after the cessation of the marriage, or if the transfer is related to the cessation of the marriage, a transfer that occurs within six years of the cessation of the marriage. See IRS Publication 504, Divorced or Separated Individuals, for more information.