



# Express Service Form

## Open-End Funds

This form should be used to establish Express Services, which allow you to purchase or sell shares automatically via a bank account. Please read the instructions on the reverse side carefully. You must complete ALL sections to ensure proper and speedy processing.

**Please Print, Preferably with Black Ink**

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### Step One Account Information

**Please indicate what type of account this is:**

- New Account** An Account Application must be enclosed.
- Existing Account** A Medallion Guarantee of Signature(s) is required on the reverse side.

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ACCOUNT NUMBER

FUND NAME

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NAME (FIRST, MIDDLE, LAST)

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RESIDENTIAL STREET ADDRESS (A POST OFFICE BOX IS NOT ACCEPTABLE)

CITY, STATE, ZIP CODE

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DAYTIME PHONE NUMBER

EVENING PHONE NUMBER

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SOCIAL SECURITY NUMBER

DATE OF BIRTH (MM/DD/YYYY)

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### Step Two Bank Account Information

**A voided check must be attached in order to establish Express Services.** To arrange for Express Service, please provide the bank information below. Passbook savings accounts are not eligible. Use of a Money Market account through another mutual fund group, e.g., Fidelity, Charles Schwab, etc. is not permitted. Please verify with your banking institution that they are a member of the Automated Clearing House (ACH).

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BANK ACCOUNT NUMBER

BANK ROUTING NUMBER (ABA NUMBER)

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BANK NAME

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BANK ADDRESS

CITY, STATE, ZIP CODE

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BANK PHONE NUMBER (IF AVAILABLE)

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PRIMARY NAME IN WHICH BANK ACCOUNT IS REGISTERED (FIRST, MIDDLE, LAST)

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SECONDARY NAME IN WHICH BANK ACCOUNT IS REGISTERED (FIRST, MIDDLE, LAST), IF APPLICABLE

For assistance,  
call Shareholder Services (800) 841-1180

TheRoyceFunds

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### Step Three Choose Type of Express Service

Please see the Funds' most recent Shareholder Guide or contact Shareholder Services at (800) 841-1180 for a list of eligible funds. You may choose from the following Express Service options:

- **Automatic Investment Plan** Automatically purchases shares in your Royce Fund account by transferring money from your bank account on a monthly or quarterly basis.
- **Automatic Withdrawal Plan** Automatically sells shares in your Royce Fund account and transfers the money to your bank account on a monthly basis. \$25,000 minimum account balance required to initiate Plan.
- **Expedited Purchases and Redemptions** Enables you, at your discretion, to transfer up to \$100,000 on a purchase or \$50,000 on a redemption between your Royce Fund account and your bank account online at [www.roycefunds.com](http://www.roycefunds.com) using Account Access or with a toll-free telephone call to Shareholder Services, (800) 841-1180, during regular business hours or to Royce InfoLine, (800) 78-ROYCE, at any time.
- **Wire Redemptions** Allows for redemption proceeds to be wired to your bank account. Institutional investors must attach wire instructions in lieu of a voided check.

To arrange for Express Service, you must check the appropriate box(es) below and *attach a voided check*. Passbook savings accounts are not eligible for Express Service, and your bank must be a member of the Automated Clearing House (ACH) network.

Please be sure to specify the amount of the investment/withdrawal and the transaction date. You may not establish both an Automatic Investment Plan and an Automatic Withdrawal Plan on the same account. Expedited Purchases and Redemptions may be established with either of the automatic plans. **A Medallion Guarantee is required for existing accounts and for any account if your bank registration does not match your Fund account registration. A Medallion Guarantee may be obtained from a bank, broker, or other guarantor that DST Asset Manager Solutions, Inc. (DST AMS) deems acceptable.**

**Please indicate the type of Express Service you wish to establish:**

**Automatic Investment Plan**

On the \_\_\_\_ day of each  month  quarter, transfer \$ \_\_\_\_\_ from my bank account to purchase shares in my Royce Fund account (\$50 minimum). I wish to begin my plan in \_\_\_\_\_ (select month).

**Automatic Withdrawal Plan**

On the \_\_\_\_ day of each  month  quarter, redeem and transfer \$ \_\_\_\_\_ from my Royce Fund account to my bank account (\$100 minimum). I wish to begin my plan in \_\_\_\_\_ (select month). You must have at least \$25,000 in a Fund account to be eligible for this service.

**Expedited Purchases and Redemptions**

Purchase or redeem shares by telephone at any time, using a bank account to clear the transaction (\$100 minimum by ACH, \$1,000 by wire).<sup>1</sup>

**Wire Redemptions**

Have redemption proceeds wired to my bank account (\$1,000 minimum).<sup>1</sup>

<sup>1</sup> This service is only available on individual, joint, UGMA/UTMA and trust accounts unless otherwise approved by Royce.

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### Step Four Signature(s)

**Please sign exactly as your name appears on your Account Registration. Both owners must sign on joint accounts:**

\_\_\_\_\_  
SIGNATURE OF ACCOUNT OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF JOINT OWNER

\_\_\_\_\_  
DATE

**Medallion Guarantee (required for existing accounts)**

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### Step Five Mailing Instructions

**Please mail the completed form, together with your voided check to:**

The Royce Funds  
c/o DST AMS  
PO Box 219012  
Kansas City, MO 64121-9012

**Please allow 3 weeks for set-up before using Express Service.**