



Medallion Signature Guarantee

Stamp Request Instructions

Instructions: Use these instructions to complete the Medallion Signature Guarantee Stamp Request (“Request” or “Signature Guarantee”). Requests are handled within 3 business days after receipt. HighPoint authenticates your client’s signature by verifying the signatures found on the New Account Application and Agreement or Certification of Trust forms. If HighPoint cannot confirm the signature, your Request will be rejected. If your Request is denied for any reasons stated below, you will be notified via email and the documents will be returned to you via overnight service with no exceptions. For any questions or clarification, you can contact HighPoint at 630-719-9222.

1. Ensure that the signatures on the documents attached to the form are original. Photocopied signatures are not eligible for Signature Guarantee with no exceptions.
2. You must witness the client signature in person.
3. Do not send the documents listed below. Certain documents are not eligible for Signature Guarantee, including, but not limited to:
 - Power of Attorney
 - Letter Testamentary
 - Corporate Resolutions
 - Corporate Certificate of Authority
 - One and the Same Letters
 - “F2” LPL Account Transfers Form (send directly to Account Transfers Department)
 - Certificate of Fiduciary Authority
 - Certification of Trust or Trust
 - Stock or Bond Assignments
 - Certificate of Incumbency
 - Stock/Bond Certificates
 - Any outgoing transfer forms
 - Certificate of Sole Proprietorship
 - Declaration of Trust
 - Death Certificate
 - Any Legal Documents
 - U.S. Treasury Redemption forms
 - “AI10” AI Redemption Form (send directly to Alternative Investments)
4. Do not send documents that are signed by individuals who are not clients of HighPoint. Medallion Signature Guarantees are provided for active HighPoint clients only.
5. Do not send documents that a notary public is required to execute, or documents already executed by a notary.
6. HighPoint will not provide a Medallion Signature Guarantee if the client is required to sign in the presence of the guarantor.
7. Mark each page that needs a signature guarantee stamp. Usually, these are pages where an individual would sign his or her name.
8. Fill out the handling instructions (if applicable). If you need special instructions and the area in which to fill out the information is not enough, attach a note with the steps that HighPoint needs to fulfill.
9. Send the completed form by mail or by Courier to:

HighPoint Advisor Group, LLC
Signature Guarantee Request
2651 Warrenville Road, Suite 200
Downers Grove, IL 60515
(630)719-9222
10. Any LPL Account Applications that are on file done by eSignature will require additional documentation, such as a copy of a Driver’s License or ID, to verify the client’s signature.
11. Documents must be dated within a 90-day time frame to be signature guaranteed.
12. The Medallion Signature Guarantee form must be signed and completed by the Advisor/Principal.