



# Letter Of Instruction (LOI)

Please Print, Preferably with Black Ink. If you require additional space, please use a second form or attach a second page.

## Step One Account Information

When redeeming from an account with multiple funds, please specify the fund name/number and the dollar/share value to be redeemed:

ACCOUNT NUMBER	FUND NAME OR FUND NUMBER
NAME(S) ON ACCOUNT	
RESIDENTIAL STREET ADDRESS (A POST OFFICE BOX IS NOT ACCEPTABLE)	CITY, STATE, ZIP CODE
DAYTIME PHONE NUMBER	EVENING PHONE NUMBER
SOCIAL SECURITY NUMBER/TAX ID NUMBER	DATE OF BIRTH (MM/DD/YYYY)

## Step Two Instructions

I, the undersigned, request the following action regarding my Royce Funds account:

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If you are acting on behalf of an account owner who is deceased, you MUST include the Date of Death. \_\_\_\_\_ month/\_\_\_\_\_ day/\_\_\_\_\_ year

## Step Three Signatures

If you are not signing as an individual, state your title or capacity. Each person signing on behalf of an entity represents that his or her actions are authorized.

ACCOUNT OWNER SIGNATURE	MEDALLION GUARANTEE STAMP
DATE TITLE/CAPACITY	
JOINT ACCOUNT OWNER SIGNATURE	
DATE TITLE/CAPACITY	

## Step Four Mailing Instructions

Please mail the completed form to:

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

Express, Certified or Registered Mail:

The Royce Funds  
c/o DST AMS  
330 W 9th Street  
Kansas City, MO 64105

For assistance, please visit our website or call Shareholder Services (800) 841-1180

TheRoyceFunds