

# Vanguard Institutional Checkwriting Form

September 2022

- Print clearly in capital letters and black ink.
- This form is used to establish checkwriting for Vanguard Money Market Funds and Bond Funds with the exception of Vanguard High Yield Corporate Fund.

Important note: Signatories authorized to write checks
must have signed the Vanguard Institutional Certificate of
Authority for Retirement Plans or Vanguard Organization Resolution.

#### Questions?

Institutional Investment Services: 800-950-0053

Intermediary Services: 800-669-0498

- This form is also used to add or change additional signer(s) not listed in Vanguard
  Institutional Certificate of Authority for Retirement Plans or Vanguard Organization
  Resolution. It will remain in effect until Vanguard has been notified that it has been revoked
  or a new Vanguard Institutional Checkwriting Form has been submitted.
- Through this option, you may redeem shares from your Vanguard accounts by writing a check. Upon receipt of a check, shares are redeemed at the fund's next-determined net asset value.
- Your Vanguard checks work in much the same way as regular bank checks: You may write
  a Vanguard check to pay your bills or to make purchases. Each month, you'll receive a
  statement listing checkwriting redemptions and showing electronic images of all checks
  that cleared your account during the previous month.
- Vanguard's checkwriting service is free. The only requirement is that each check be payable for a minimum amount of \$250. A checkbook for each of your Vanguard accounts will be mailed to you within three weeks.

## 1. Account owner information

Fund number	Fund name	Account i	Account number	
Name of plan/orga	nization			
Underlying client if	applicable			
Street address				
City		State	Zip	
Employer/Taxpayer ID number				

# 2. Checkwriting signature(s) for additional parties (optional)

The following named person(s) is/are currently authorized to sign checks. All individuals must sign below exactly as the check will be signed.

	Name of authorized signatory first, middle initial, last and Title	Date mm/dd/yyyy			
Sign here. >	ign here. > Signature of authorized person*				
	Name of authorized signatory first, middle initial, last and Title	Date mm/dd/yyyy			
Sign here. >	Signature of authorized person*				
	Name of authorized signatory first, middle initial, last and Title	Date mm/dd/yyyy			
Sign here. >	Signature of authorized person*				

<sup>\*</sup>Required information.

### 3. Authorized signatures

I authorize Vanguard's custodian bank to honor checks drawn by me on my Vanguard fund account and to effect a redemption of sufficient shares in the account to cover payment of such checks. I understand that (1) this privilege may be amended or terminated at any time by the fund or the bank, and neither shall incur any liability to me for such amendment or termination, or for honoring such checks, or for effecting redemptions to pay such checks, or for returning checks that have not been accepted; (2) checks drawn on an account will require the signature of one registered owner unless indicated otherwise; (3) no checks shall be issued or honored, or redemption effected, for any amounts represented by shares unless payment for such shares has been made in full and any checks given in such payment have been collected through normal banking channels; and (4) this privilege is subject to all the terms and conditions of the Vanguard fund's prospectus.

Number of signature(s) required for checkwriting is indicated on the Vanguard Institutional Certificate of Authority for Retirement Plans or Vanguard Organization Resolution.

	Name of authorized signatory first, middle initial, last and Title	
Sign here. >	Signature of authorized person*	Date mm/dd/yyyy
	Name of authorized signatory first, middle initial, last and Title	
Sign here. >	Signature of authorized person*	Date mm/dd/yyyy

<sup>\*</sup>Required information.

## **Submitting to Vanguard**

Make a copy of the completed form for your records. This form must be signed by an authorized signatory on behalf of your firm.

Submit the completed, signed, and dated form to Vanguard via one of the methods below. If you're an existing web user, you may upload the form directly.

Fax: 484-582-2806

P.O. box address > Vanguard (all USPS mail) P.O. Box 982903 El Paso, TX 79998-2903

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