



Please complete this form only if you are transferring assets directly to a new or existing non-qualified (non-IRA) account with Sterling Capital Funds (the "Fund"). Please complete a separate form for each account you wish to transfer. Transfers may take 3 to 5 weeks to complete after your paperwork is received in good order.

### For Additional Copies or Assistance

If you need additional copies of this application, or would like assistance completing it, please call the Sterling Capital Funds at **1-800-228-1872** or go to [www.sterlingcapitalfunds.com](http://www.sterlingcapitalfunds.com).

### Instructions

1. If you are establishing a new account, please contact **1-800-228-1872** or go to [www.sterlingcapitalfunds.com](http://www.sterlingcapitalfunds.com) about additional information that must be submitted with this Form.
2. Mail this Transfer Form to:
 

<b>Sterling Capital Funds</b> <b>PO Box 46707</b> <b>Cincinnati, OH 45246</b>	Overnight Delivery: <b>Sterling Capital Funds</b> <b>225 Pictoria Dr, Suite 450</b> <b>Cincinnati, OH 45246</b>
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3. Retain a copy for your records.

## 1. ACCOUNT REGISTRATION

Please provide your primary legal address, in addition to any mailing address (if different).

Owner's Name (First, Middle, Last)

Social Security Number

Street Address

Date of Birth

City, State, Zip

Daytime Telephone

Email Address

Evening Telephone

This is a new account. I have completed and enclosed an Application with this transfer form.

This is an existing account. Please apply transfer proceeds to my account number:

## 2. INFORMATION ABOUT YOUR EXISTING ACCOUNT

Name of Firm Currently Holding Your Account

Account Name

Street Address

Account Number

City, State, Zip

Firm Telephone Number

**Please attach a copy of the most recent statement for this account.**

### 3. TRANSFER INFORMATION

Please transfer assets from the above account to Sterling Capital Funds. Transfer should be according to the following instructions (Note: If transferring from more than one fund within an account, please include details on a separate sheet of paper):

**This transfer is a: (check one)**

Complete Transfer. Please liquidate all assets in my account.

Partial Transfer:

Liquidate  from my account.

Transfer in kind. Please transfer:

shares of

(Fund Name)

**The type of account I am transferring from is a: (check one)**

- Individual
- Joint Tenant
- Transfer on Death
- Trust
- Other

**The type of account I am transferring to is a: (check one)**

- Individual
- Joint Tenant
- Transfer on Death
- Trust
- Other

### 4. CERTIFICATIONS AND SIGNATURES

I hereby authorize this liquidation and/or transfer in kind from my current financial institution to the account designated on this form. By signing below, I certify the information set forth herein is accurate and I have received and read a prospectus for the funds in which I am making my investment. To the extent that I have requested a redemption of mutual fund shares in connection with my transfer, I understand that such shares will be redeemed at the net asset value next determined after my transfer request is reviewed and determined to be in good order by the delivering firm. **The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.**

**Medallion Signature Guarantee\* (if required):**

Some Firms require a Medallion Signature Guarantee to transfer assets. Please check with your current firm to see if they require a Medallion Signature Guarantee. Failure to obtain a required signature guarantee may result in a delay in the transfer of assets.

Account Owner's Signature

Date

Joint Owner's Signature (if applicable)

Date

\* A signature guarantee can be obtained from a bank, broker-dealer, a credit union, a national securities exchange, savings association or other financial intermediaries that are members of an Approved Medallion Guarantee Program. A signature by a Notary Public is not acceptable as a signature guarantee.

## 5. TRANSFER INSTRUCTIONS

### **Make check payable to:**

Sterling Capital Funds

FBO:

Account Number:

### **Mail this Transfer Form to:**

#### **Sterling Capital Funds**

PO Box 46707

Cincinnati, OH 45246

or

Via Overnight Delivery

225 Pictoria Dr, Suite 450

Cincinnati, OH 45246

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### **Sterling Capital Funds Privacy Policy Statement**

Your privacy is important to us. The Sterling Capital Funds is committed to maintaining the confidentiality, integrity and security of your personal information. When you provide personal information, the Fund believes that you should be aware of policies to protect the confidentiality of that information.

The Fund collects the following nonpublic personal information about you:

- Information we receive from you on or in applications or other forms, correspondence, or conversations, including, but not limited to, your name, address, phone number, social security number, assets, income and date of birth; and
- Information about your transactions with us, our affiliates, or others, including, but not limited to, your account number and balance, payments history, parties to transactions, cost basis information, and other financial information.

The Fund does not disclose any nonpublic personal information about our current or former shareholders to nonaffiliated third parties, except as permitted by law. For example, the Fund is permitted by law to disclose all of the information we collect, as described above, to our transfer agent to process your transactions. Furthermore, the Fund restricts access to your nonpublic personal information to those persons who require such information to provide products or services to you. The Fund maintains physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

In the event that you hold shares of the Fund through a financial intermediary, including, but not limited to, a broker-dealer, bank, or trust company, the privacy policy of your financial intermediary would govern how your nonpublic personal information would be shared with nonaffiliated third parties.

### **Anti-Money Laundering**

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth, social security number/ Tax ID number and other information that will allow us to identify you. We may also ask to see other identifying documents. Until you provide the information or documents we need, we may not be able to open an account or effect any additional transactions for you.

When opening an account for a foreign business, enterprise or a non-U.S. person that does not have an identification number, we require alternative government-issued documentation certifying the existence of the person, business or enterprise.

For questions about these policies, or for additional copies of the Sterling Capital Funds Privacy Policy Statement, please contact the Fund at **1-800-228-1872** or [www.sterlingcapitalfunds.com](http://www.sterlingcapitalfunds.com) or contact the Sterling Capital Funds at PO Box 46707, Cincinnati, OH 45246.

## ***Notice of Privacy Policy & Practices***

Sterling Capital Funds provide this notice to you so that you will know what kinds of information we collect about shareholders<sup>1</sup>, prospective investors, and individuals (such as beneficiaries), and the circumstances in which that information may be disclosed to third parties who are not affiliated with Sterling Capital Funds.

### **Collection of Personal Information**

We collect nonpublic personal information about you from the following sources:

- *Account Applications and other forms*, which may include your name, address, social security number and information about your investment goals and risk tolerance;
- *Account History*, including information about the transactions and balances in your account(s);
- *Correspondence*, written, telephonic or electronic between you and Sterling Capital Funds or service providers working on behalf of Sterling Capital Funds;
- *Online*, your name and e-mail address if you provide them; and
- *Third Parties*, such as your financial intermediary in connection with your transactions, or third-party data services used to verify or update personal information that you provide.

To comply with federal regulations, information we receive from you or a third party will be used to verify your identity.

### **Disclosure of Personal Information**

We may disclose your personal information as permitted by law to third parties who are not affiliated with Sterling Capital Funds, including:

- in connection with legal proceedings, such as responding to a subpoena;
- to service providers who maintain or service shareholder accounts for Sterling Capital Funds or to a shareholder's broker or agent; or to companies that mail account-related materials, such as shareholder reports; and
- to perform marketing services on our behalf, or pursuant to a joint marketing agreement with another financial institution.

### **Safeguarding of Personal Information**

Sterling Capital Funds employs policies, practices and procedures for safeguarding your personal information that we believe comply with applicable law, however no security measures are perfect or impenetrable.

We request that all service providers to Sterling Capital Funds:

- maintain policies and procedures designed to assure only appropriate access to, and use of your personal information; and
- maintain physical, electronic and procedural safeguards that comply with applicable legal standards to guard your nonpublic personal information.

When information is shared with third parties, they are not permitted to use the information for any purpose other than to assist our servicing of your account(s), including helping us improve the services we offer.

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<sup>1</sup> For purposes of this notice, the terms "shareholder" or "shareholders" includes both individual shareholders (both current and former) of the Sterling Capital Funds and individuals (such as beneficiaries, for example) whose nonpublic personal information is provided to the Sterling Capital Funds, even though they do not invest in Sterling Capital Funds shares.