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## **ACCOUNT MAINTENANCE FORM** (Do not use this form for an IRA) FOR ASSISTANCE AND OVERNIGHT MAILING, **REGULAR MAIL TO:** Heartland Funds PLEASE CALL A SHAREHOLDER SERVICES P.O. Box 219942, Kansas City, MO 64121-9942 REPRESENTATIVE AT 1-800-432-7856. 1 **ACCOUNT INFORMATION** NAME OF ACCOUNT OWNER FUND NAME ACCOUNT NUMBER JOINT OWNER'S NAME (IF ANY) OWNER'S SOCIAL SECURITY NUMBER DAY/EVENING PHONE JOINT OWNER'S SOCIAL SECURITY NUMBER DAY/EVENING PHONE **CHANGE OF ADDRESS** 2 Note: You must be a U.S. Resident with a U.S. mailing address. Permanent Street Address (P.O. Box is not acceptable): STREET APT. OR SUITE NUMBER CITY, STATE, ZIP EMAIL ADDRESS (OPTIONAL)\* \*By providing your email address you consent to receive periodic email communication from Heartland Funds. Mailing Address (If different from permanent address): STREET OR P.O. BOX APT. OR SUITE NUMBER CITY, STATE, ZIP **DUPLICATE STATEMENT** 3 Add the following interested party mailing address: NAME COMPANY NAME EMAIL ADDRESS STREET OR P.O. BOX CITY, STATE, ZIP 4 **CHANGE OF DIVIDEND AND CAPITAL GAINS OPTIONS** If you would like to change the distribution options on the account listed in section 1, please check the appropriate line(s) below: Dividends: \_\_\_\_ Reinvest \_\_\_\_ Cash Capital Gains: \_\_\_\_ Reinvest \_\_\_\_ Cash If any distributions are to be paid in cash, specify payment method below: Direct deposit by Electronic Funds Transfer to bank account indicated in section 5E.

Mail check to address of record.

Automatically invest distributions in Heartland Fund Account Number:

5	ACCOUNT OPTIONS					
Α	<b>TELEPHONE/INTERNET OPTIONS</b> You may redeem or exchange shares by telephone/Internet unless these options are refused. You authorize the Fund and its agents act on any telephone/Internet instructions and, subject to their reasonable procedures to confirm that telephone/Internet instruction are genuine, you agree that neither the Fund nor its agents shall be liable for any loss or expense to you resulting from acting on the instructions, and you hold each of them harmless from any liability arising therefrom.					
	I DO NOT WANT: Telephone Transactions	s 🔲 Internet Transactions				
	I DO WANT: Telephone Transactions	Internet Transactions				
В	ADDITIONAL PURCHASE AND REDEMPTION	OPTIONS				
	Establish the ability to:					
	☐ Make investments by telephone and Internet by initiating an Electronic Funds Transfer from the bank account below.					
	Send redemption proceeds by Electronic Funds Transfer to the bank account below. (Funds are typically credited within two days after redemption).					
	Send redemption proceeds by Federal Wire to the bank account below. (Wire transfer fee may apply).					
	AUTOMATIC INVESTMENT PLAN					
	Establish regular investments in your Fund account through deductions from the bank account below.*					
	Frequency: 🗌 Monthly 🗌 Quarterly					
				5th 20th		
	FUND/ACCOUNT NUMBER	AMOUNT (\$50 MINIMUM)	START DATE	DAY(S) OF THE MONTH		
	FUND/ACCOUNT NUMBER	AMOUNT (\$50 MINIMUM)	START DATE	5th 20th DAY(S) OF THE MONTH		
	FUND/ACCOUNT NUMBER	AMOUNT (\$50 MINIMUM)	START DATE	5th 20th DAY(S) OF THE MONTH		
	*Complete section 5E of this Form to establish this	option.				
	Important notes: If you fail to choose an amoun	t or a date, the withdrawal amount will be \$5	50 and the withdrawal d	ate will be the 5th (or next		
	business day). Quarterly investments will be ma	de during the months of March, June, Septe	mber, and December, u	niess otherwise specified.		
D	SYSTEMATIC WITHDRAWAL PLAN					
	Establish regular withdrawals from your Fund account as indicated below:					
	Frequency: Monthly Quarterly					
				□ 5th □ 20th		
	FUND/ACCOUNT NUMBER	/ITHDRAWAL AMOUNT (\$100 MINIMUM)	START DATE	DAY(S) OF THE MONTH		

 $\hfill\square$  Send redemption proceeds by Electronic Funds Transfer to the bank account below.

Send redemption proceeds to the address of record.

Exchange to Heartland Fund Account number: \*Complete section 5E of this Form to establish this option.

FUND/ACCOUNT NUMBER

FUND/ACCOUNT NUMBER

Payment method:

Important notes: A systematic withdrawal (including an exchange) may be a taxable event. Purchases by exchange are made at the net asset value per share on the day of the exchange. The cost basis method on your account will be used for redemptions.

WITHDRAWAL AMOUNT (\$100 MINIMUM)

WITHDRAWAL AMOUNT (\$100 MINIMUM)

🗌 5th

🗌 5th

START DATE

START DATE

20th

20th

DAY(S) OF THE MONTH

DAY(S) OF THE MONTH

## **E** BANK INFORMATION

## A Medallion Signature guarantee may be required for any redemption request received by the Funds within 30 days of a change in bank instructions.

If you have requested direct deposit of dividend and capital gain distributions (section 4), Additional Purchase and Redemption Options (section 5B), an Automatic Investment Plan (section 5C), or a Systematic Withdrawal Plan (section 5D), complete this section. Attach a voided check.

By selecting the electronic transfer options, I authorize the Heartland Funds to initiate credit and debit entries to my account(s) at the financial institution designated below through the Automated Clearing House (ACH) network, subject to the rules of the financial institution, ACH, and the Funds. The Heartland Funds, their transfer agent, and any of their respective affiliates, officers, directors employees or agents (collectively "Heartland") will not be responsible for banking system delays beyond their control. Heartland will not be liable for acting upon instructions believed genuine and acted upon in accordance with the procedures described in the Funds' current prospectus or the rules of ACH. I understand that the electronic transfer options may be terminated by Heartland at any time if transfers fail for any reason beyond the control of Heartland. This authorization will remain in effect until I notify Heartland of its termination and Heartland has a reasonable time to act upon that termination notice. Electronic Fund Transfers for purchase requests returned by your bank may be subject to a service fee by the transfer agent.

BANK NAME				
NAME(S) ON BANK ACCOUNT				
BANK ADDRESS		BANK ACCOUNT NUMBER	CHECKING	SAVINGS
BANK ROUTING OR ABA NUMBER		SIGNATURE OF BANK ACCOUNT OWNER (IF DI	FFERENT THAN SHAREHOLDER	)
SHAREHOLDER SIGNATURE(S)				
signing, I certify that all information in this for	orm is true and co	rect.		
NATURE OF OWNER	DATE	SIGNATURE OF JOINT OWNER (IF ANY)		DATE
/IEDALLION SIGNATURE GUARANTEE (IF REQUIRED)		MEDALLION SIGNATURE GUARANTEE (IF REQU	JIRED)	

A Medallion Signature guarantee may be obtained from a commercial bank, savings and loan association, credit union, or broker-dealer. A notary public is not an acceptable guarantor.