

# Cost Basis Method Election for Non-Qualified Hartford Funds Accounts

**HARTFORDFUNDS**

Our benchmark is the investor.®

Use this form for non-qualified account types. Examples include, but are not limited to:

- individual accounts
- joint accounts (for example, Tenants in Common or Joint Tenants with Rights of Survivorship)
- UTMA/UGMA
- trusts

The Energy Improvement and Extension Act of 2008 and Internal Revenue Service (IRS) regulations require fund companies that produce 1099-B tax forms to include, among other things, cost basis reporting and holding period information for shares purchased on or after January 1, 2012.

Covered shares are those shares purchased on or after January 1, 2012 with accurate basis information on file. Any shares not considered covered will be described as uncovered shares.

For additional information on cost basis, you may visit [www.hartfordfunds.com](http://www.hartfordfunds.com).

## Contact Information:

**Online:** [hartfordfunds.com](http://hartfordfunds.com)

**Telephone:** 1-888-843-7824

**Fax:** 1-888-802-0039

**Attn:** Hartford Funds

(Note: Medallion Signature Guarantee stamp cannot be faxed)

## Section A - Account Owner Information (required)

Owner's Name	Owner's Social Security/Tax Identification Number	Owner's Phone Number
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## Section B - Cost Basis Information (Review before completing Section C)

Average Cost (ACST)	Each time you request to remove shares, this method will add the adjusted cost of the shares in the account and divide the total cost by the number of shares to calculate an average cost for each share. Adjustments to cost per share may be due to prior calculations or other transactions. This method averages the cost of uncovered shares separately from covered shares, and will remove all uncovered shares first.
First in, First Out (FIFO)	This method will remove shares based on the order purchased; shares purchased first will be removed first.
Last In, First Out (LIFO)	This method will remove shares based on the order purchased; shares purchased last will be removed first.
High Cost, First Out (HIFO)	This method will remove shares based on the cost per share; shares with the highest cost per share will be removed first.
Low Cost, First Out (LOFO)	This method will remove shares based on the cost per share; shares with the lowest cost per share will be removed first.
Loss/Gain Utilization (LGUT)	This method will remove shares based on the calculated gain or loss per share in the following order: 1. Short-term losses per share, in order of greatest loss per share to least 2. Long-term losses per share, in order of greatest loss per share to least 3. Long-term gains per share, in order of least gain per share to greatest 4. Short-term gains per share, in order of least gain per share to greatest

## Section C - Election Method Selection

Complete one option below. Your registered representative may act as your agent in making this election. Hartford Funds cannot offer tax advice. You should consult with a qualified tax advisor to determine the method that makes the most sense for you, or if you have tax questions regarding your account.

When choosing FIFO, LIFO, HIFO, LOFO, or LGUT for your cost basis method, you may override this election by identifying specific lots. Specific lot information must be given to Hartford Funds at the time of the applicable transaction, such as a redemption, exchange, or transfer.

If you are electing to change your cost basis method from average cost and an applicable transaction (such as a redemption, exchange, etc.) has occurred in the fund, Hartford Funds will apply your new method to any shares purchased after the change. Generally, if there have been no applicable transactions, the new method elected will apply to all covered shares purchased in the fund. If you have made multiple cost basis method election changes in the fund, the application of the cost basis method to the shares in your fund may vary depending on your specific circumstances.

The election method that you select will impact the order in which both covered and uncovered shares are removed from your account. Hartford Funds is required to provide cost basis reporting and holding period information to the IRS for covered shares.

Option 1						
Elect a method for all funds and accounts under the Social Security Number (SSN) or Tax Identification Number (TIN) of the primary owner. This method will also apply to all funds/accounts the primary owner may own in the future. Note: If selecting this option, the primary owner must sign in section D.	ACST	FIFO	LIFO	HIFO	LOFO	LGUT
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Option 2 (For a complete list of funds, please refer to Fund List AC, which is available on our website at Hartfordfunds.com)						
Designate an election method for each account listed below:*						
Fund Name & Class or Fund Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fund Name & Class or Fund Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fund Name & Class or Fund Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fund Name & Class or Fund Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fund Name & Class or Fund Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* This method will be applied to all funds you currently own in each account listed above unless a fund is specified. When opening a new fund Hartford Funds will apply the default cost basis method of average cost unless a different method is elected at the time the fund is established.

**Note:** Please attach a separate piece of paper for additional funds/accounts.

#### Section D - Acknowledgment and Signature(s)

By signing below, I hereby authorize and instruct Hartford Administrative Services Company to record the elected cost basis method on each fund and account listed above, and use such information for tax reporting purposes.

Owner's Signature	Date (mm/dd/yyyy)	Title (Corporate, POA or Trustee)	Medallion Signature Guarantee Stamp Here
Joint Owner's Signature (if applicable)	Date (mm/dd/yyyy)		

#### Have you...

- provided complete information about the account owner in Section A?
- reviewed the Cost Basis Methods in Section B?
- selected your election method in Section C?
- signed and dated the form in Section D and received a Medallion Signature Guarantee if the Power of Attorney (POA) is acting on behalf of the owner?

#### For standard mail delivery, please mail this form to:

Hartford Funds  
P.O. Box 219060  
Kansas City, MO 64121-9060

#### For private express mail, please mail this form to:

Hartford Funds  
801 Pennsylvania Ave Suite 219060  
Kansas City, MO 64105-1307