

Highlands REIT, Inc.

Application for Transfer for Required Minimum Distributions (RMD)

Application for Transfer for Required Minimum Distributions (RMD)

The Application for Transfer for RMD accounts is used to transfer shares from one custodial account to a non-qualified (individual/joint/trust) ownership to satisfy a required minimum distribution.

If you are unsure whether you have a custodial account, please examine your most recent Highlands REIT statement or contact Highlands REIT Investor Services. It is important to note that any requests for custodial accounts require the authorization of the custodian. We strongly suggest that you contact your custodian for their requirements before requesting a transfer.

Please read these instructions carefully before completing the Application for Transfer for RMD accounts. All fields on the Application for Transfer for RMD Accounts are required. Failure to complete the form in its entirety may cause delays in processing as we must collect the missing information before completing the request.

Additional information is available in our FAQ section at the end of these instructions.

Should you have any questions about our forms and requirements, please contact your registered representative or Highlands REIT Investor Services at 844.421.0533.

MAIL COMPLETED FORM TO:

Regular Mail:

Highlands REIT, Inc.
c/o DST Systems, Inc.
P.O. Box 219459
Kansas City, MO 64121

Overnight Delivery:

Highlands REIT, Inc.
c/o DST Systems, Inc.
430 W 7th Street
Kansas City, MO 64105

Questions:

Highlands REIT Investor Services
844.421.0533

Section A – Current Account Information

Please print all requested information exactly as it currently appears on your account – name of custodian, stockholder name, full residence address, Social Security/Tax ID number, Highlands REIT account number, and number of shares to be transferred.

Please note that the number of shares to be transferred may only be specified to three decimal points, and that dollar amounts or percentages will not be accepted. If transferring ALL shares, please mark the box provided for “ALL” rather than specifying a number of shares.

Section B – Current Custodian Signature

This section must be completed by the current custodian with their signature, title and medallion signature guarantee. ***A notarization or bank guarantee is not acceptable. Requests that are not properly medallion guaranteed will not be processed.***

Section C – New Account Information

Type of Ownership: The stockholder must check the appropriate box to indicate the type of ownership. If the desired ownership type is not listed, the "Other" box may be used, but a legal account type must be specified on the line provided.

All requested information applicable to the ownership type being requested must be provided - stockholder, co-stockholder, trustee or administrator names, birth dates, residential address and telephone numbers.

If Trust/Pension/PSP: If shares are transferring into a Trust, Pension, PSP or Other type of ownership, complete the full title and date of the plan in this section. The trustee information must be provided in the stockholder and co-stockholder spaces. ***A Trustee Certification of Investment Powers or copy of the trust is required in order to establish a trust registration. If Pension or PSP registration, please include a copy of the plan documents.***

Residence Address: A physical address must be provided in this section. If the stockholder uses a P.O. Box or other alternate address to receive mail, that information may be completed in the Alternate Mailing Address section. Requests for ownership that do not provide a physical address for the owner will not be processed.

Alternate Mailing Address (optional): Complete if mail is to be sent to an address other than the residence address. For seasonal addresses, please contact Highlands REIT Investor Services at 844.421.0533 for assistance.

Section D – Substitute W-9 Form

This section must be completed by the stockholder with their Social Security/Tax ID number and signature.

Section E – Distribution Option

The owner must specify the method in which the cash distributions are to be sent (see methods below).

Mail to Address of Record: The entire distribution will be paid in cash and mailed to the address of record or alternate mailing address (if applicable).

Send Payments to Third Party:

Via Mail - Complete #1 through #4. Complete this section with the name of the payee, payee mailing address and payee account number. If the distributions are to be paid to an individual other than the registration of the account, this section must also be medallion signature guaranteed.

Via Electronic Deposit (ACH) - Complete #1 through #5 and attach a voided check. Complete this section with the name of the payee, payee mailing address, payee account number and routing number. Mark the appropriate box for checking or savings account. If the distributions are to be paid to an individual other than the registration of the account, this section must also be medallion signature guaranteed.

Section H – Broker Dealer - Registered Representative Information

This section must be completed in its entirety if you wish to have a registered representative and broker dealer on your transferred account. If you do not wish to have a registered representative and broker dealer, please write "Not on Record" across this section.

Broker Dealer Rep ID: If you do not know your registered rep's ID or branch number at their broker dealer, please ask your registered representative. We are not able to add your registered representative to an account without this information.

Broker Dealer Name: The broker dealer named in this section must be registered with FINRA. Do not complete this line with the name of an advisory firm. If the registered representative is working through an advisory firm, please check the Registered Investment Advisor (RIA) box.

Broker Dealer Client Account Number: Complete with your account number at the broker dealer.

Frequently Asked Questions

Where do I send the completed Application for Transfer?

The completed Application for Transfer should be sent to our transfer agent, DST Systems, Inc., at one of the addresses below. ***Please do not send the Application for Transfer to the Highlands REIT headquarters.***

Regular Mail:

Highlands REIT, Inc.
c/o DST Systems, Inc.
P.O. Box 219459
Kansas City, MO 64121

Overnight Delivery:

Highlands REIT, Inc.
c/o DST Systems, Inc.
430 W. 7th Street Kansas
City, MO 64105

Can the transfer form be faxed?

No, the Application for Transfer must be an original. Please mail it to one of the addresses above.

How do I find my current Highlands REIT account number?

Please check your most recent Highlands REIT statement for your current account number.

Does the Substitute W-9 Section have to be an original?

Yes, the Substitute W-9 Section must be an original.

Is my date of birth required?

Yes, we are required to maintain the date of birth for all stockholders.

How do I designate beneficiaries on my new account?

Please fill out the Change of Transfer on Deather (TOD) Form and submit it along with the Application for Transfer.

I already have an account I would like to transfer shares into. How can I do this?

To transfer shares from into an existing account, please note that all account options must be the same as your current account (registration, registered representative, distribution option, etc.). You may write in the empty space of the Section C header "Transfer into existing account number _____".

Do I have to select a registered representative for my new account?

If you do not wish to designate a registered representative for your account, please write "Not on Record" in the registered representative section.

The current account owner(s) is deceased. Do I need to send you a copy of the death certificate?

Yes, please submit a copy of the death certificate along with the Application for Transfer.

How do I take my RMD (Required Minimum Distribution)?

Highlands REIT provides an RMD transfer form as a convenience to its stockholders. However, custodians also have their own requirements. Please contact your custodian before beginning the form for Highlands REIT.

How long does a transfer take to process?

Transfer requests that are in good order will be processed within five to seven business days from the date they are received by DST Systems, Inc.

I received a letter that stated you required additional information to process my request. What do I do?

Please send the requested additional information back to us at your earliest convenience. To expedite processing, please be sure to include the reference number from the letter you received with your response.