



AUDIT REQUEST REQUIREMENTS

The following is a list of requirements that must be met in order to submit an audit request.

- The request must be received in writing and reference a fund and account number and include a mailing address for both regular and overnight mail.
 - Requests are not accepted by fax or email unless prior approval is received.
- The request must be signed by an authorized signer.
 - If no authorized signer is listed on the account, a Medallion Signature Guarantee is required.
 - A Medallion Signature Guarantee is required to send information to a third party.
- For a detailed listing of securities please see a financial report at **www.loomissayles.com**.
- Physical account statements are only sent when requested as part of the audit.
- A response will not be faxed or e-mailed; you will receive a response by standard mail approximately 6 business days after research has been completed and a response letter is drafted.