

This letter should be completed by the requestor to provide Discover, a division of Capital One, N.A., handling instructions or requests for Specialty Account Processes. Additional documents may be needed as part of each specific Process handling. This letter is applicable for use by an Individual Requestor or an Entity Requestor.

Requests may include:

- Guardian/Conservator (for management of existing Account for Ward by a court appointed Guardian/Conservator)
- Court Order requests for account management (including Divorce Decrees and other Orders)
- Trust or Trustee Maintenance (for Deposit Accounts for a Formal Trust)
- Other requests requiring a Signed Letter of Instruction

Note: • Discover may request additional documentation showing who is authorized to act pertaining to an individual, trust, estate, or other entity.

Step 1 Fill out the attached Letter of Instruction.

- If you are an Individual making the request, please complete Sections 1, 2, and 4 on the next page.
- If you are an Authorized Agent or Representative of an Entity, please complete Sections 1, 3, and 4 on the next page. If there are multiple Agents of an Entity, only one Agent will need to sign this form.
- All requestors, please use Section 4 to explain your request or provide instructions as needed. Be sure to print this Letter of Instruction and sign and date section 4 in ink.

Step 2 Submit the completed and Signed Letter of Instruction to Discover via your preferred method.

- By Secure Document Upload: Available at Discover.com
- By Mail: Discover, P.O. Box 30416, Salt Lake City, UT 84130
- By Fax: 1-224-813-5189

Step 3 Provide any additional required documents as requested.

If you have questions, call us at 1-866-515-5283. Our Documentation Specialists are available Monday through Friday 8am to 10pm ET, and Saturday and Sunday 10am to 6:30pm ET.

Customer Information:

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

What this means for you:

We may ask you to provide your name, address, Social Security number or other Taxpayer Identification Number ("TIN"), and other information that will help us to identify you. You may also be asked to provide a driver's license, state ID card, or other identifying documents.

The undersigned hereby certify that they have the authority to act for the Entity concerning deposit account related activities regarding the Entity's fiduciary role and agree to provide documentation upon request showing their authority. The undersigned also state that they will inform Discover if their authority to act for the Entity ends.

Section 1: Please choose the Process applicable to your request.

- ☐ Guardian/Conservator (for management of an existing Account for Ward by a court appointed Guardian/Conservator)
- ☐ Court Order requests for account management (including Divorce Decrees and other Court Orders)
- ☐ Trust or Trustee Maintenance (or Deposit Accounts for a Formal Trust)
- ☐ Other (please explain your request in Section 4)

Section 2: Individual Requestor Information

First Name

Middle Name

Last Name

Street Address (P.O. Boxes not accepted)

City

State

Zip Code

Mailing Address (if different from above address)

City

State

Zip Code

SSN or TIN

Date of Birth

Mother's Maiden Name

Primary Phone Number** check one ☐ Mobile ☐ Landline

Email Address (optional)

*** You agree Discover, a division of Capital One, N.A., its affiliates, and agents ("Discover") may call you, including texts, about any current or future accounts and applications, with respect to all products you have with Discover, at any phone number you provide and, in addition, you agree Discover may contact you using an automatic dialer or pre-recorded voice message, even if your phone provider may charge you for calls or texts.*

Employment Status (Select which most applies):

☐ Full-time ☐ Part-time ☐ Self-Employed ☐ Homemaker ☐ Student ☐ Retired ☐ Unemployed

☐ Other (please specify)

Occupation

Employer

Are you a U.S. Citizen? ☐ Yes ☐ No

If no, what is your Country of Citizenship?

Section 3: Entity Requestor Information

Entity Name

Name of Authorized Agent(s)

Entity Street Address (P.O. Boxes not accepted)

City

State

Zip Code

Section 4: Please provide any additional details or explain your request

Signature of Requestor or Authorized Agent

Date