

# **Cost Basis Change Form**

When complete please return to **Davis Funds**, **PO Box 219197**, **Kansas City**, **MO 64121-9197**. For overnight mail: **Davis Funds**, 430 W 7th Street, Suite 219197, Kansas City, **MO 64105-1407**. For assistance please call **Investor Services at 1-800-279-0279**.

#### TO ENSURE PROPER PROCESSING, PLEASE PRINT CLEARLY IN CAPITAL LETTERS USING BLACK INK

### A. INSTRUCTIONS

- The selection of a cost basis method can have tax implications. We encourage you to consult your tax or financial adviser before proceeding.
- Use this form to change a previously elected/defaulted cost basis method for your existing taxable Davis Funds account(s).
- Complete a separate form for each Social Security number or Tax Payer Identification number used.

## **B. ACCOUNT INFORMATION**

Name of Shareholder/Custodian/Entity/Trust/Organization

Daytime Telephone Number

Social Security number or Tax Payer Identification number

#### C. COST BASIS ON COVERED SHARES

Please select one of the following to be used as a cost basis method for your COVERED SHARES, those shares purchased after January 1, 2012. Davis Funds is responsible for calculating and reporting gains and losses realized on the sale of covered shares to the IRS.

- □ Average Cost (ACST) The purchase price of all covered shares in the account are averaged.
- □ First In, First Out (FIFO) Depletes shares beginning with the earliest acquisition date.
- □ Last In, First Out (LIFO) Depletes shares beginning with the most recent acquisition date.
- □ High Cost (HIFO) Depletes shares beginning with the most expensive shares.
- □ Low Cost (LOFO) Depletes shares beginning with the least expensive shares.
- □ Loss/Gain Utilization (LGUT) Depletes shares with losses prior to shares with gains and short-term shares prior to long-term shares.

□ Specific Lot Identification (SLID) – You will inform us at the time of redemption which specific share lots you want redeemed.\*

\*If selecting <u>Specific Lot Identification</u>, you must choose a secondary method to be used for all systematic redemptions, for redemptions placed without identifying a specific share lot, or when identified lots are unavailable/insufficient to satisfy the requested redemption. Average Cost can not be used as your secondary method. If no secondary method is selected, FIFO will be used.

- Please choose one of the following as your secondary method:
- First In, First Out (FIFO)
- Last In, First Out (LIFO)
- High Cost (HIFO)
- Low Cost (LOFO)
- Loss/Gain Utilization (LGUT)

Please Note: If you previously elected or were defaulted to average cost, and have sold covered shares using this method, your change will NOT affect previously existing covered shares. If you elect Specific Lot Identification (SLID) for your covered shares this same method will automatically apply to your non-covered shares.

#### D. COST BASIS ON NON-COVERED SHARES

- For cost basis calculations on all non-covered shares, those shares purchased PRIOR to January 1, 2012 and subsequently sold, the Davis Funds, when available, will provide realized gains or losses to you using the average cost method.
- You may choose to have the cost basis on your non-covered shares calculated using the cost basis method you are electing for your covered shares. However, the Davis Funds cannot supply you with this data. Please contact Investor Services if you would like to elect this option.
- It is important to note that you are solely responsible for submitting all cost basis data on non-covered shares to the IRS.

## E. LIST OF FUND/ACCOUNTS AFFECTED BY THIS COST BASIS ELECTION

Please apply the cost basis elections I have chosen above to these accounts numbers. I understand the account numbers listed have the same social security number that appears in the Account Information section of this form. I also understand that my cost basis elections will apply to all of my existing funds within these listed accounts. Should I wish to make a different cost basis election for one or all of the various funds within these accounts I will contact Investor Services for further instructions.

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3	4
5	6

# F. SIGNATURES

By signing this Cost Basis Change Form:

- 1. I release Davis Funds and their agents and representatives from all liability and agree to indemnify them from all losses, damages, or costs for acting in good faith in accordance with instructions, including telephone instructions, written instructions, or internet transactions believed to be genuine.
- 2. I understand that if the account number listed on this form is registered as an entity (e.g., Trust, S-Corporation, etc.) that I must sign this disclosure section with my full capacity (e.g., trustee, officer, etc.) whichever is appropriate.

If there are multiple authorized account owners, only one owner is required to sign below. However, all account owners remain responsible for the information provided.

Signature of Shareholder

Date

Signature of Shareholder

Date

Capacity

Capacity