



# LETTER OF INSTRUCTION FORM

Please use this form to change your Forward Funds account options or provide general instructions. All shareholders must sign before any changes will be made; some changes will require a medallion guarantee.

## SECTION 1: Account Information

Name of Shareholder (Please Print)

Shareholder's Social Security Number Date of Birth (MM/DD/YY)

Name of Joint Shareholder (if any)

Joint Shareholder's Social Security Number Date of Birth (MM/DD/YY)

Fund Number and Share Class Account Number

( ) ( ) Day Phone Evening Phone

## SECTION 2: Please Write Instructions Below

Blank lines for writing instructions.

## SECTION 3: Required Signature(s)

All shareholders listed on the current account registration must complete this section. By signing this Letter of Instruction Form, I certify that: 1) I understand that it is my responsibility to read the current prospectus for the Forward Funds in which I choose to invest; 2) I am of legal age; 3) I allow the Forward Funds to accept the instructions listed on this form; I agree to release the Forward Funds, the transfer agent, their affiliates and agents from all liability and will indemnify them for any losses, damages or costs (including reasonable attorney's fees) or expenses for acting upon instructions if they follow reasonable procedures designed to prevent unauthorized transactions; 4) If a trustee, executor, administrator, guardian, committee, custodian, agent, or attorney makes the endorsement in fact, the endorser must sign his or her capacity following the signature. Please call our Investor Services Department for details regarding Proof of Capacity and certification requirements; 5) I understand that some privileges require a medallion guarantee and will not be executed until all shareholders have their original signatures medallion guaranteed by an eligible guarantor.

Signature of Shareholder Date (MM/DD/YY)

Signature of Shareholder Date (MM/DD/YY)

Title Capacity (i.e. Trustee, executor, etc.)

A signature guarantee is required if redeeming within 30 days of changing bank information or address, in addition to sending wires, ACHs and checks to instructions other than that on record for this account.

To protect yourself against fraud, your signature(s) must be guaranteed ("Medallion Signature Guarantee") by any "eligible" guarantor. The Medallion Signature Guarantee stamp MUST include the words "Signature Guaranteed, Medallion Guaranteed" and comply with the Medallion program requirements. Signatures notarized by a Notary Public are not acceptable.

**SECTION 3: Required Signature(s) (continued)**

Eligible guarantor's:      Commercial Banks  
                                    Credit Unions  
                                    Member Firms of a domestic stock exchange  
                                    National Securities Exchange & Savings (STAMP, SEMP, NYSE-MSP participation)  
                                    Savings Associations  
                                    Trust Companies

[STAMP]

**Please mail completed form to:**

**Mailing Address**

Forward Funds  
PO. Box 1345  
Denver, CO 80201

**Overnight Address**

Forward Funds  
1290 Broadway, Suite 1100  
Denver, CO 80203

If you have any questions, please contact an Investor Service Representative at 1-800-999-6809 or visit [www.salientpartners.com](http://www.salientpartners.com).