



# Cost Basis Reporting Method Election Form

July 2025

**Use this form** to elect the cost basis reporting method Vanguard should use when calculating your cost basis for the redemption of any mutual fund shares from your organization's account(s). We'll apply your election to all of your organization's Vanguard accounts unless you instruct us otherwise. To elect a different cost basis method for one or more of your organization's accounts, please attach a document specifying the account number and cost basis method for each account.

Print in capital letters and use black ink.

**Note:** Our default cost basis method is average cost. However, you may elect any of the alternative methods below.

**Questions?**

Institutional Investment Services:  
800-950-0053

Intermediary Services:  
800-669-0498

## 1. Firm information

Provide your firm's > full legal name.

*Name of firm		
*Street address or P.O. box		
Street address <i>line 2</i>		
*City	State	Zip
*Contact name <i>first, middle initial, last</i>		
*Contact email address	Contact fax <i>area code, number, extension</i>	
*Contact phone <i>area code, number, extension</i>		

Return ALL pages of this form, even if some sections are left blank.

## 2. Cost basis reporting method\*

Select one. >

Average cost (AvgCost). A calculation of the average cost of all shares you own at the time of the transaction.
First in, first out (FIFO). Shares with the oldest purchase date will be sold first.
Highest in, first out (HIFO). Shares with the highest purchase cost will be sold first.
Minimum tax (MinTax). Shares are sold with the intention of minimizing tax. Priority is given to short-term losses over long-term losses and long-term gains over short-term gains.
Maximum gain (MaxGain). Shares with the lowest adjusted basis are sold first with the intention of maximizing gain.

## 3. Authorized signature(s)\*

Sign here. >

Name of authorized signatory/corporate officer <i>first, middle initial, last</i> , and Title	
Signature of authorized signatory	Date <i>mm/dd/yyyy</i>

\*Required information.

Sign here. >

Name of authorized signatory/corporate officer <i>first, middle initial, last</i> , and Title	
Signature of authorized signatory	Date <i>mm/dd/yyyy</i>

\*Required information.

Return ALL pages of this form, even if some sections are left blank.

### Submitting to Vanguard

Make a copy of the completed form for your records. This form must be signed by an authorized signatory on behalf of your firm.

Submit the completed, signed, and dated form to Vanguard via one of the methods below. If you're an existing web user, you may upload the form directly.

Fax: 484-582-2806

P.O. box address (all > Vanguard  
USPS mail) P.O. Box 982903  
El Paso, TX 79998-2903

Street address > Vanguard  
(all FedEx or UPS mail) 5951 Lockett Court, Suite A3  
El Paso, TX 79932

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