

Personal data request

Instructions: Upon receipt of a completed Personal Data Request (Request), Tellus Brokerage Connections (Tellus) will send written acknowledgment and a Request reference number. A response to this Request will be sent to you within 45 days.

If submitting a Request for yourself, complete **Section 1 only**. If submitting a Request on behalf of someone else (for example, a minor), complete **Section 1** and **Section 2**. Email a completed copy of this form to TIHCompliance@Truist.com or fax to (833) 896-4372.

If you need an accessible format, such as Braille, Audio CD, Screen Reader Accessible or Large Font, please call us at (866) 858-5158.

Section 1—Individual requestor information. Please complete this information for the person whose information is being requested. *(Note: This section is required in order to complete your Request).*

First name:	Last name:
Date of birth:	Phone number:
Street address:	
Email address:	

Request type *(only select one)*:

See data request

Delete data request

Correct data request *(please describe what information is incorrect and provide the correct information):*

Do you need a portable format of the "see data" response?
(for example, an Excel file)

No Yes

Section 2—Authorized representative information: Please complete this information **only** when an individual or organization is making the Request on behalf of the requestor listed above. Organizations **must** complete all required (*) fields.

First name:	Last name:
Phone number:	Email address:
Street address:	

*Proof of authorized representative *(only select one)*: Power of attorney Guardianship papers Birth certificate *(for a minor)*

*Organization TIN: _____ *Articles of incorporation

Action required: Email a copy of the selected documents to TIHCompliance@Truist.com or fax to (833) 896-4372.



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