

GIFT OR TRANSFER OF SHARES

Please do not use for IRA accounts



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Use this form to make a gift or transfer of shares to an individual or a non-profit organization or for re-registration (name change, divorce/separation, individual to trust, etc.).

1. REASON FOR TRANSFER

(NOTE: If a reason is not provided, this transfer will be defaulted to gift)

Re-registration (name change, divorce/separation, individual to trust, etc.)

Death (inheritance)

Date of Death / / (required)

Alternate Valuation Date / / or Alternate Value \$ (optional)¹

¹There is a special rule under the estate tax that allows the executor (the person in charge of the estate) to elect a different valuation date in certain cases. If the estate qualifies for this election, and the executor makes the election, the valuation date is six months after the date of death. The principal reason for making this election is to reduce the amount of estate tax that must be paid. But the election also has an effect on income tax, because it means you will now use the later date to determine your basis.

Gift

Date of Gift / /

Fair Market Value Acceptance _____
(Signature of new owner)

If the recipient's existing account or new account will use the Average Cost accounting method, they must sign above indicating acceptance of the shares valued at fair market value of the date of gift or settlement date if the shares should be transferred at a loss.

2. CURRENT ACCOUNT INFORMATION

Fund Name _____

Joint Owner's Name _____
(or Co-Trustee, etc.)

Account Number _____

Owner's Social Security Number _____
(or Tax ID number)

Owner's Name _____
(or Trustee, Custodian, etc.)

Phone Number _____

Mailing Address _____

City _____ State _____ Zip Code _____

Daytime Telephone _____ Evening Telephone _____

Email address _____@_____

3. TRANSFER INSTRUCTIONS

Transfer the amount indicated below: (check one box only)

Transfer shares equal to \$ _____ (Slight fluctuation of dollar amount possible due to Net Asset Value on the day of transfer)

_____ shares

_____ % of account (If total account, 100%)

Continued on reverse side

3. TRANSFER INSTRUCTIONS (continued)

Transfer to: (check only one box)

Existing Account (Shares must be transferred within the same Fund)

Name of Individual or Non-Profit Organization

Existing Account Number

New Account

Please have new owner complete a New Account Application. The application is required for Anti-Money Laundering and Tax ID/Social Security Number Compliance.

4. COST BASIS INFORMATION

The cost basis method that is currently on your account will be utilized to deplete the shares for this transaction unless you provide specific share lots or choose another cost basis method. In some cases, the shares will be depleted pro-rata.

Specific Share Lots

Date of Purchase	___ / ___ / ___	Number of Shares	_____
Date of Purchase	___ / ___ / ___	Number of Shares	_____
Date of Purchase	___ / ___ / ___	Number of Shares	_____

Alternate Cost Basis Method _____

If you have shares transferred that were purchased prior to January 1, 2012 (non-covered shares), we may be able to provide you an average cost for these shares upon depletion. This information will be provided to you on your 1099-B (or a cost basis statement) and you may choose to use the information for your taxes. (This information will be noted as non-covered for the IRS if provided on 1099B.)

5. ACCOUNT OWNER SIGNATURE(S)

The account owner(s) listed above must authorize this transfer of shares by signing below. If the account is a trust, custodial, or corporate account, please sign in your capacity. If a corporate account, also include a copy of your corporate resolution.

Account Owner

Date

Account Owner

Date

Account Owner

Date

Account Owner

Date

6. DISPOSITION OF SHARES - RECIPIENT COMPLETE

- Hold shares in account
- Redeem \$ _____
- Redeem _____ shares
- Redeem all shares

Account Owner

Date

Account Owner

Date

Account Owner

Date

Account Owner

Date