



Mutual Shareholder Services, LLC

Mutual News

Making The Mutual Fund Venture More Practical

Volume 2 Issue 1
January -March, 2012

Dear Clients,

Current News:

Mutual Shareholder Services welcomes the following Funds to our Client Base this quarter: Outfitter Fund, HAGIN Keystone Market Neutral Fund, and Satuit Capital US Small Cap and Satuit Capital US SMID Cap Fund. With the addition of these new funds to MSS and our expectations for future growth and success, we have added three new employees to our staff. Nick Barnes, degree in Bachelor of Business Administration and working on a Master in Taxation, Orrie Burgner, degree in Bachelor of Business Administration majoring in finance, both graduates of Kent State University. Robin Rollo joined the “Call Center” with experience in customer service and a background in applied technical communications. Our staff growth is our way of ensuring the best continuous service possible.

Jaelyn Young, Fund Administrator and Blue Sky Coordinator, is no longer with Mutual Shareholder Services due to family priorities. We wish her the very best.

Making Service Matter:

One of the most frequently asked questions by shareholders of our Call Center is “How do I view my account on line?”. Several of our funds have this feature on their websites but many do not. Mutual Shareholder Services, LLC’s website offers this service to every shareholder for every fund we service. To navigate our website (www.mutualss.com) view the home page and observe the menu located on the gray tool bar. Click on “Fund Info” and as the menu drops down click on “Your Account”. A box will appear with prompts, select your fund and enter the account number. The last prompt is your password which is the last four digits of the Social Security Number or Tax ID number listed on the account. Once the “Log On” has been entered the first page will request a change in password with security questions. The new password will open up a complete transaction history of the account in question. If a password had been setup prior and the shareholder is unable to recall the password the prompts will not function and the shareholder will need to call MSS and the required information can be provided.

Mutual Shareholder Services, LLC website offers many features to assist the Fund, as well as, the Shareholder. To list a few; “News and Events”, daily NAV prices, distributions, historical prices, and our company profile.

Meet:



Monica Puleo

Monica joined MSS in 1999 and has been actively employed in the financial industry for nearly twenty years. She is a fund administrator, balances custodial accounts, escheats outdated shareholder accounts, and creates confirmation statements for all the funds MSS services.

Monica lives in the Cleveland suburb of North Royalton with her husband, two children, cat and bunny rabbit. In her spare time enjoys cooking, scrapbooking and gardening.

Mandatory Cost Basis Reporting Requirement:

On October 12, 2010 the Internal Revenue Service (IRS) released the final mandatory cost basis regulations. These regulations were enacted as a result of the Economic Stabilization Act of 2008. As part of the new regulations, brokers and mutual fund companies are now required to provide a cost basis report to the IRS.

Mutual Shareholder Services implemented the “Cost Basis Election Form” with shareholders, holding a regular account via Form 1099-B, at the end of 2011 to be in compliance of this Act.