



Mutual Shareholder Services, LLC

# Mutual News

Making The Mutual Fund Venture More Practical

Dear Clients,

Volume 2 Issue 4  
October-December 2012

**Current News:**

This is Mutual Shareholder Services seventh issue of the quarterly news letter. As stated in the first issue, we continue to grow as a company and want to keep our clients informed of the ongoing changes and developments within our organization.

MSS welcomes the following Funds to our client base this quarter: Elessar Small Cap Value Institutional Class and Investor Class, Epiphany Funds: Faith and Family Values (FFV) Fund, Dana Large Cap Core Fund, FFV Strategic Income Fund, and FFV Latin America Fund, and The Eudora Fund.



In December MSS was awarded the Weatherhead 100 Award, for the fourth year in a row, for being one of the fastest growing companies in Northeast Ohio.

**In The Know:**

**EDGAR Form N-SAR Update:**

The SEC continues to modernize the submission of Form N-SAR. However, the deployment of a modernized online form, originally planned to go active by the end of 2012, is being delayed until no sooner than April, 2013. The specific deployment date will be announced as soon as the information is received by MSS.

**1099 Forms and Postage Rates:**

1099 Forms will be sent out to Shareholders by the end of January, 2013. Be advised due to United States postage rates increasing effective January 27, 2013 there will be a raise in your postage fees in the coming year.

- Letters (1oz.) — 1-cent increase to 46 cents
- Letters additional ounces — unchanged at 20 cents
- Letters (1 oz) to all international destinations will be a flat rate — \$1.10
- Postcards — 1-cent increase to 33 cents

**Meet**



**Hector Muniz**

Hector has been with Mutual Shareholder Services, LLC for two years as a Fund Administrator. He has a Bachelor's degree in Applied Mathematics with a focus on Financial Mathematics from Kent State University and a Master's degree in Mathematics from Cleveland State University.

During his time off he enjoys watching and playing sports, working out at the gym, and developing his skills as a video gamer.

**Holiday Greetings:**

Everyone at Mutual Shareholder Services joins in sending holiday greetings and good wishes for the New Year.



One of the real joys of this holiday season is the opportunity to say thank you for the trust you put in our company and we look forward to working with you in 2013.