BNY MELLON
SHAREOWNER SERVICES

A Guide For Transferring Stock

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This guide has been created to help you understand the process of transferring stock. The following information provides you with the requirements and instructions necessary to complete the most common types of transfers.

We strongly recommend that you read the Guide for Transferring Stock before you begin entering information on the Transfer of Stock Ownership Form.

YOUR REGISTRATION CHOICES

Individual Single Owner

Example: John Anybody

Transfer on Death - TOD

The owner retains normal rights of ownership during his/her lifetime. This registration enables the owner to determine an individual or other entity that will automatically become the owner upon the death of the current owner. The security passes to the beneficiary outside of probate. Only one transfer on death beneficiary may be designated per registration. If more than one beneficiary is desired, the shares may be divided and a different beneficiary named on each registration.

Example: John Anybody TOD Mary Anybody

Joint Tenant with Right of Survivorship – JT TEN or JTWROS

All tenants have an undivided interest in the shares. If one tenant dies, the shares become the property of the surviving tenant.

Examples: John Anybody and Mary Anybody
JT TEN
or
John Anybody and Mary Anybody
JTWROS

Joint Tenants in Common – TEN COM

Each tenant has a divisible, proportional interest in the shares. If one tenant dies, the shares owned by the decedent do not pass automatically to the surviving tenant. They become a part of the estate of the deceased tenant.

Example: John Anybody and Mary Anybody
TEN COM.

Trust – TR UA or TR UW

To register shares in a trust, you must provide the name of the trustee(s), the name of the trust, and agreement date or the first and last pages of the trust agreement.

TR UA = Trust Under Agreement Dated

TR UW = Trust Under the Will of

Example: John Anybody TR UA, July 4, 2000
John Anybody Trust

Custodial – UTMA or UGMA

Shares may be registered to a minor under the Uniform Transfers to Minors Act (UTMA) or Uniform Gift to Minors Act (UGMA). See the two examples below:

Examples: Mary Anybody Custodian
John Anybody
Uniform Gift to Minors Act NY

or

Mary Anybody Custodian
John Anybody under the NJ
Uniform Transfers to Minors Act

REQUIREMENTS FOR TRANSFERS

All transfer requests should include the completed Transfer of Stock Ownership Form.
Note: As part of the transfer process, you may be required to obtain a **Medallion Signature Guarantee** from an institution that belongs to the Medallion Stamp Program. The Medallion program ensures that the individual(s) signing this form is in fact the registered owner(s) or authorized representative. This process enables any U.S. financial institution that belongs to the Medallion Stamp Program to provide medallion signature guarantees. Such institutions include banks, credit unions, savings and loans and U.S. brokerages. **Please note a Notary Public certification is not acceptable for this purpose.**

A. To transfer shares and/or change the name when all the current registered owner(s) or authorized person(s) are able to sign:

When there are 250 shares or LESS, you will need:

1. A completed **Transfer of Stock Ownership Form**
2. The **original** stock certificate(s), (not required if shares are held electronically in book-entry form), and
3. If the transfer is for a (an)
   - **Minor at Majority**, a copy of the Birth Certificate,
   - **Name Change**, a copy of the Marriage License or court document,
   - **Divorce**, a certified copy of the Divorce Decree,
   - **Corporation**, an original copy of the Corporate Resolution or an extract from the by-laws authorizing the transfer and assignment, certified by an officer other than the one executing the assignment, as being in full force and effect at the date of the assignment. If an original copy is not submitted, a photocopy with an original Medallion Guarantee is acceptable.
   - **Individual to a Trust**, a photocopy of the first and last pages of the Trust Agreement
   - **Investment Club**, a resolution authorizing an individual(s) to sell, assign or transfer on behalf of the investment club, or an investment club certification from a bank or broker.
   - **Partnership**, a Partnership Certification from a bank or broker.
   - **Sole Proprietor**, a corporate resolution or business agreement,
   - **Power of Attorney**, a photocopy of the Power of Attorney dated within 1 year of the transfer

When there are MORE than 250 shares, you will also need:

All of the above requirements and a **Medallion Signature Guarantee** for the signature on the **Transfer of Stock Ownership Form**. See the instructions above indicating where to obtain this guarantee.

B. To transfer shares from a joint account when one of the owners is deceased:

When there are 250 shares or LESS, you will need:

1. A completed **Transfer of Stock Ownership Form**,
2. A photocopy of the death certificate,
3. The **original** stock certificates (not required if shares are held electronically in book-entry form)

4. An Inheritance Tax Waiver (if applicable). Varies by state. For additional information visit **www.bnymellon.com/shareowner/statelist**.
5. If the transfer is for
   - **Tenants in Common when the estate has been probated**, a certified copy of Certificate of Appointment of Executor dated within 1 year of the transfer,
   - **Community Property**, a certified copy of appointment of Executor or Administrator or Spousal Court Order,
   - **Community Property WA**, a copy of the Community Property agreement certified by the county auditor, a Spousal Affidavit.

When there are MORE than 250 shares, you will also need:
In addition to all of the above requirements, the signature on the **Transfer of Stock Ownership Form** must have a **Medallion Signature Guarantee**. See the instructions above indicating where to obtain this guarantee.

C. To transfer shares from an account when the owner is deceased and the estate has been probated:

When there are 50 shares or LESS, you will need:
1. A completed **Transfer of Stock Ownership Form**
2. The **original** stock certificates (not required if shares are held electronically in book-entry form).

When there are MORE than 50 but LESS than 250 shares, you will need:
1. A completed **Transfer of Stock Ownership Form**
2. The **original** stock certificates (not required if shares are held in book-entry form)
3. An Inheritance Tax Waiver (if applicable). Varies by state. For additional information visit **www.bnymellon.com/shareowner/statelist**.
4. A **certified** copy, with original signature and seal affixed, of the Certificate of Appointment of Executor dated within one year of the transfer or
5. The signature on the **Transfer of Stock Ownership Form** must have a **Medallion Signature Guarantee**. (See the instructions above indicating where to obtain this guarantee).

When there are MORE than 250 shares, you will also need:
In addition to all of the above requirements, the signature on the **Transfer of Stock Ownership Form** must have a **Medallion Signature Guarantee**. See the instructions above indicating where to obtain this guarantee.

If the estate has been probated and closed, include a certified copy of the Final Account and Distribution showing how the estate's assets were distributed. If the Final Account and Distribution does not list the distribution of assets, a photocopy of the will is required.

INSTRUCTIONS FOR TRANSFERRING YOUR STOCK

These instructions are intended to cover the most common types of transfers.

The enclosed Transfer of Stock Ownership Form should be completed for all transactions.

Complete Section A with Company Information

- The Name of the Company whose stock you wish to transfer.
- The CUSIP Number, which appears on the upper right hand corner of your certificate. If you are transferring book-entry shares, your CUSIP number appears on your most recent statement.
- The ACCOUNT KEY, please complete this section. The ACCOUNT KEY is an 18-digit alphanumeric which may be found on the certificate to the left of your name and address, or may be found on your most recent statement, e.g., SMITH----JOHNB0000. Include all dashes.

Complete Section B with Current Shareowner Information.

- The 12-digit Investor Identification Number or your 9-digit Social Security Number or Taxpayer Identification Number of the registered owner. (Your Investor Identification Number is a 12-digit number located on your account statement, 1099 form, check stub or direct deposit advice.)
- The name and address exactly at it appears on the stock certificate or the most recent statement.

Complete Section C with Information about the Shares to be transferred

You may want to transfer certificates only, or book-entry shares only, or both certificate and book-entry shares. You must complete all parts of section C if you want to transfer all of your shares. If you are uncertain about this information, access Investor ServiceDirect® at **www.bnymellon.com/shareowner/isd** to view information about your account.

If you are transferring only a portion of your shares, the remaining shares will continue in the current shareholder registration, held by BNY Mellon Shareowner Services in book-entry form unless you request a certificate.

Complete Section D with the Required Signatures

- You must sign your name exactly as the shares are currently registered
- All registered shareholders must sign
- If you have changed your name, you should sign with both names, for example, Mary Brown a.k.a. Mary Smith
- If you are signing as a custodian, officer, trustee, executor, sole proprietor, partner or other legal qualification, please indicate your capacity, for example, John Doe, Custodian

If a Medallion Signature Guarantee is required:

An institution that belongs to a Medallion Stamp Program must guarantee signatures. This program, developed by the Securities Transfer Association, enables participating

institutions to guarantee signatures. The Medallion program ensures that the individual(s) signing this form is in fact the registered owner(s) or authorized representative.
Any U.S. financial institution that belongs to the Medallion Stamp Program can provide medallion signature guarantees. Such institutions include banks, credit unions, savings and loans and U.S. brokerages.

A NOTARY PUBLIC CERTIFICATION IS NOT ACCEPTABLE. NO OTHER FORM OF GUARANTEE IS ACCEPTABLE. FAILURE TO OBTAIN THE PROPER GUARANTEE MAY RESULT IN A REJECTED TRANSACTION REQUEST.

Complete Section E with New Shareowner(s) Account Type

If you wish to divide your shares between two or more owners individually, please use additional copies of the form, completing sections E, F and G for each separate account.

- Check one box to indicate the Account Type

Complete Section F with New Shareowner's Instructions

Please complete this section with information about the new shareowner(s).

- Number of shares to be transferred

Complete Section G Taxpayer Identification Certification

All new security owners are required to sign and return this certification. If the requested information is not known at the time of the transfer, or the new owner is not available to sign, a W-9 form will be mailed to the new shareowner(s) once the shares are transferred. The new shareowner may also certify their account online at **www.bnymellon.com/shareowner/isd**.

FOREIGN SHAREOWNERS

If the deceased is a foreign shareowner you will need:

- A completed **Transfer of Stock Ownership Form**
- The original stock certificates (not required if shares are held electronically in book-entry form)
- A Federal Transfer Certificate, or
- An affidavit by the legal representative. The affidavit states that the deceased was neither a citizen nor a resident of the United States at the time of death, and that at the date of death (which occurred on or after January 1, 1977), the gross estate situated in the United States was not in excess of $60,000. ($30,000 if death occurred between November 14, 1966 and December 31, 1976 or $2,000 if death occurred prior to November 14, 1966), and
- If estate is over $60,000 a **Federal Transfer Certificate** must be presented.

A Federal Transfer Certificate can be obtained from:

Estate Tax Group
Internal Revenue Service
Assistant Commissioner International
950 L'Enfant Plaza SW
Washington, DC 20225
USA

MAILING INSTRUCTIONS

Please be aware that all submitted documents will be kept as part of the permanent record of transfer and will not be returned. We recommend that you send all certificates and/or documents via registered mail with return receipt requested.

If you are enclosing stock certificates, they should be insured for 1% of their market value because this would be the potential replacement cost if they become lost. Please do not sign your certificates prior to mailing.

Via the U. S. Postal Service:
BNY Mellon Shareowner Services
ATTN: Stock Transfer Dept.
P.O. Box 358010
Pittsburgh, PA 15252-8010

Via overnight or express mail services:
BNY Mellon Shareowner Services
ATTN: Stock Transfer Dept. - 6th Floor
500 Ross St.
Pittsburgh, PA 15262

A WORD ABOUT LOST SECURITIES

Stock certificates are valuable documents and must be protected. You should keep them in a safe place. An alternative is to keep your securities in a book-entry account with BNY Mellon Shareowner Services. This will eliminate the risks associated with holding stock certificates. Book-entry is a safe and convenient way to manage your ownership of stock without being concerned that your certificate might be lost or stolen. You can monitor your account via the Internet at **www.bnymellon.com/shareowner/isd**.

CHECK LIST

Please use this check list before sealing your envelope

DID YOU REMEMBER TO:

- Complete ALL sections of the Transfer of Stock Ownership Form?
- Sign and Date the form in Section D and Section G?
- Obtain a Medallion Signature Guarantee, if required?
- Enclose your original stock certificates? (Not required for book-entry)
- Enclose all required documents?

These will be retained for our files, so please keep a copy for your records.

Transfer of Stock Ownership

BNY MELLON
SHAREOWNER SERVICES

BNY Mellon Shareowner Services
P.O. Box 358010
Pittsburgh, PA 15252-8010

Section A. – Issuer Name

Company Name

CUSIP Number

Account Key

Section B. – Current Shareowner

Investor ID or SSN/TIN

Registration/Name and Address exactly as it appears on your certificate or statement

Section C. – Shares To Be Transferred

Original Stock Certificate Shares*		Book-entry Shares		Total Shares
	+	.	=	.
To Be Transferred		To Be Transferred		To Be Transferred

*Please attach and send the actual, original stock certificates together with this form.

Lost Certificates: Please call 1-800-370-1163

Section D. – Required Signature and Medallion Signature Guarantee

The undersigned hereby irrevocably constitutes and appoints BNY Mellon Shareowner Services as attorney to transfer the shares with full power of substitution in the premises.

Signature: _____

Signature: _____

Date: _____

Each registered owner must sign his/her name exactly as it appears on the account, or an authorized person must sign in his/her legal capacity.

Signatures must be guaranteed by a participant in a **Medallion Signature Guarantee** Program.

Section E. – New Shareowner(s) Account Type

If you wish to divide your shares between two or more owners individually, please use additional copies of this page.

Account Type

Check One ☐ Individual ☐ Joint ☐ Custodial ☐ Trust ☐ Estate ☐ Corporation
☐ Other: _____ (please specify)

Section F. – New Shareowner(s) Account Information

Total Shares to be Transferred to this Account

							.				

Registration/Name and Address of New Owner

Section G. – New Shareowner's SSN or TIN Certification

(To be completed by the new shareowner)

All new security holders are required to sign and return this certification. If the requested information is not known at the time of the transfer, or the new owner is not available to sign, a W-9 Form will be mailed to the address of the new shareowner(s) once the shares are transferred. The new shareowner may visit us online at **www.bnymellon.com/shareowner/isd** to certify his or her Social Security Number (SSN) or Taxpayer Identification Number (TIN).

New Account SSN or TIN

YOUR ACCOUNT MAY BE SUBJECT TO WITHHOLDING IF YOU DO NOT COMPLETE THIS SECTION.

If You Are Exempt from Backup Withholding Check Here ☐

Please read the following instructions carefully before completing form.

CERTIFICATION Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer identification number, and (2) I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and (3) I am a U.S. person (including a U.S. resident alien).

Signature: _____

Date: _____

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