



AMERICAN STOCK
Transfer & Trust Company, LLC
LINK GROUP network

Transfer of Ownership At-A-Glance

This *At-A-Glance* booklet will guide you through the specific requirements for transferring stock ownership.

- **Required documents for all types of transfers.** Go to the next page to view the required documents for every type of transfer.
- **Additional documents for specific transfer types.** Locate your type of ownership in the tables for additional documentation that may be required for your scenario.
- **Submit transfer request to AST.** Answers to frequently asked questions (FAQs) and a checklist are enclosed to ensure you return the appropriate documentation to AST at the address below.

American Stock Transfer & Trust Company, LLC
Attention: Transfer Department
6201 15th Avenue
Brooklyn, NY 11219

As with any transfer, you may seek advice from legal counsel of your choice.

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Transfer Requirements

Required Documentation for All Transfers of Ownership

1. Completed Transfer of Ownership with W-9 Form (enclosed) or a letter of instruction.
2. The original stock certificate(s), unless holdings are in book entry and no physical certificate(s) is/are held.
 - > If you are unable to locate your original stock certificate(s) due to theft or loss, please log into your account at www.amstock.com to report the loss.
3. A Medallion Signature Guarantee from an eligible financial institution that guarantees your legal capacity to sign the Transfer of Ownership with W-9 Form or letter of instruction.

Type of Transfer	Additional Required Documents
INDIVIDUAL	
Transfer to another individual	<ul style="list-style-type: none"> • No additional documents; only submit the documents mentioned above
Transfer due to name change	<ul style="list-style-type: none"> • Name change requests due to marriage or divorce must be accompanied by a <u>certified true copy</u> of the marriage certificate or a divorce decree
One owner and the owner is deceased	<ul style="list-style-type: none"> • <u>Certificate of Appointment</u> (or Small Estate Statutes of the state in which the shareholder was domiciled) <ul style="list-style-type: none"> > Refer to the state in which the registered owner was domiciled because you may need a <u>certified copy</u> with a raised seal that must be dated within 60 days of the requested date of transfer (in New York, six months) > In lieu of a Certificate of Appointment, and if the value of the shares being transferred falls within the Small Estate Statutes of the state in which the registered owner was domiciled, you may follow those guidelines > Foreign Domicile Items (including Canada) require a Federal Transfer Certificate • Completed and notarized <u>Affidavit of Domicile</u> • Photocopy of official death certificate • An Inheritance Tax Waiver is required by certain states. See <u>question 16</u> in the FAQs section to determine if an Inheritance Tax Waiver is required
TENANCY ACCOUNTS	
Two owners and one or more owner(s) is/are deceased with rights of survivorship (Joint Tenants)	<ul style="list-style-type: none"> • Completed and notarized <u>Affidavit of Domicile</u> • Photocopy of official death certificate(s) • An Inheritance Tax Waiver is required by certain states. See <u>question 16</u> in the FAQs section to determine if an Inheritance Tax Waiver is required • <u>Medallion Signature Guarantee</u> is only required if adding additional owners and/or beneficiaries
Two or more owners and one or more owner(s) is/are deceased (Tenants in Common)	<ul style="list-style-type: none"> • <u>Certificate of Appointment</u> (or Small Estate Statutes of the state in which the shareholder was domiciled) <ul style="list-style-type: none"> > Refer to the state in which the registered owner was domiciled because you may need a <u>certified copy</u> with a raised seal that must be dated within 60 days of the requested date of transfer (in New York, six months) > In lieu of a Certificate of Appointment, and if the value of the shares being transferred falls within the Small Estate Statutes of the state in which the registered owner was domiciled, you may follow those guidelines > Foreign domicile items (including Canada) require a Federal Transfer Certificate • Completed and notarized <u>Affidavit of Domicile</u> • Photocopy of official death certificate(s) • An Inheritance Tax Waiver is required by certain states. See <u>question 16</u> in the FAQs section to determine if an Inheritance Tax Waiver is required

Transfers involving shares valued greater than \$10 million will require the highest valued Medallion Signature Guarantee ('Z' prefix). Upon a full examination of all submitted documentation, we may reach out to you for additional information.

Transfer Requirements

Type of Transfer	Additional Required Documents
TRANSFER ON DEATH (TOD)	
Owner or beneficiary deceased	<ul style="list-style-type: none"> • Owner deceased <ul style="list-style-type: none"> > Completed and notarized Affidavit of Domicile > Photocopy of official death certificate > An Inheritance Tax Waiver is required by certain states. See question 16 in the FAQs section to determine if an Inheritance Tax Waiver is required • Beneficiary deceased <ul style="list-style-type: none"> > Only one beneficiary can be designated per registration
CUSTODIAN ACCOUNT	
Transfer from minor	<ul style="list-style-type: none"> • Minor reaching age of majority <ul style="list-style-type: none"> > Photocopy of official birth certificate, state issued driver's license, or government issued ID > A Medallion Signature Guarantee can be utilized in lieu of the above identification • Custodian deceased <ul style="list-style-type: none"> > Court order appointing a successor custodian or guardian
TRUST	
Transfer to trust	<ul style="list-style-type: none"> • Copies of the relevant pages of the trust agreement, which includes the trust title, trust date and trustees
Transfer from trust	<ul style="list-style-type: none"> • In the event one or more trustees is/are deceased, certified death certificate(s) is/are required • If a successor trustee is not appointed, a certified court order naming the successor trustee is required
OTHER	
Transfer from corporation, partnership, charity, proprietorship, etc.	<ul style="list-style-type: none"> • Certified copy of corporate resolution, partnership agreement, or attestation affidavit of sole proprietorship • Signature of authorized person(s) in their legal capacity
Transfer from foreign owner who is deceased	<ul style="list-style-type: none"> • Medallion Signature Guarantee (a limited Power of Attorney can be created in the United States to affect your transfer) • A Transfer Certificate (Federal Tax Waiver) <ul style="list-style-type: none"> > A transfer certificate is required unless: 1) An United States Executor or Administrator is appointed, or 2) AST receives a written statement from the foreign executor or administrator attesting: (a) the decedent was not a citizen of the U.S., (b) the decedent died on or after January 1, 1977, and (c) the U.S. value of the estate at the time of death was \$60,000 or less > Photocopy of official death certificate
Transfer from Individual Retirement Account (IRA)	<ul style="list-style-type: none"> • The Medallion Signature Guarantee must be from the current registered custodian of the IRA
Transfer to a broker	<ul style="list-style-type: none"> • If you wish to transfer your shares to your broker, please contact them directly for further instructions • If you do not have a broker, AST offers a broad suite of online brokerage solutions through its sister company, AST Investor Services, LLC. Learn more about AST's offering by visiting our website at www.astinvestor.com. You can also call us at (888) 444-0057 or email customerservice@astinvestor.com

Frequently Asked Questions (FAQs)

1. What is a Medallion Signature Guarantee?

A Medallion Signature Guarantee is a special signature guarantee for the transfer of securities. It is a representation by the guarantor that the signature is genuine and the signer is an appropriate person with the legal capacity to sign.

2. Where can I obtain a Medallion Signature Guarantee?

An eligible financial institution such as a commercial bank, trust company, securities broker/dealer, credit union, or savings institution participating in the Medallion Signature Guarantee program must guarantee the signature(s).

3. Is there a fee to transfer shares?

AST does not charge a transfer fee. However, there may be fees for replacing a lost certificate and/or obtaining a Medallion Signature Guarantee from the financial institution of your choice.

4. What is a Form W-9 and why is it required?

A Form W-9 certifies the Taxpayer Identification Number (TIN, also known as a Social Security Number or Employer Identification Number) listed on an account. A Form W-9 is required each time a new registration or new account is established. The IRS requires that AST withhold a portion of the earnings on accounts that have not been certified by submitting a completed Form W-9.

5. What if I am not a U.S. citizen or do not have a Social Security Number?

If you are not a U.S. citizen or do not have a Social Security Number, please use the appropriate Form W-8.

In this case, leave the Substitute Form W-9 section on the Transfer of Ownership form blank. If an account is not certified, the new owner, who is a non-U.S. taxpayer, will be subject to U.S. withholding from all earnings or sale proceeds as regulated by the IRS.

6. What are the options for my Transfer Reason?

On the Transfer of Ownership with W-9 Form, you will have four options for your Transfer Reason and can only select one. You may want to consult with your tax advisor on the definition and tax implications for each type of transfer.

- **Gift:** Include the date the gift was received or the gift date will default to the date that the transfer is processed.
- **Death:** Include the date of death or it will default to the date indicated in the documents received (e.g., death certificate). The cost basis per share will default to the fair market value on the date of death unless an alternate value is provided by the designated estate representative.
- **Private Sale:** Include the date of sale and the cost basis per share.

- **No Change of Ownership:** Change of name in cases of marriage or divorce, minor coming of age, addition of spouse to registration, etc. (Existing cost basis of shares will be carried over to the new account.)

7. How do I transfer shares to multiple owners?

You must submit a fully completed Transfer of Ownership with W-9 Form for each new owner with original signatures Medallion Signature Guaranteed.

If shares are being transferred to multiple new owners individually, AST cannot accept instructions using words such as “equally” or “divided between” for multiple parties. The actual number of shares being transferred must be listed on the Transfer of Ownership with W-9 Form. If multiple owners are to be listed under one account, please identify the preferred form of ownership (e.g., Joint Tenants, Tenants in Common, etc.).

8. Are dividend options available to the new owner?

Dividend policies depend on the particular stock held. Listed below are AST’s guidelines for dividend payments, provided that the company pays dividends.

- **When a company has a Dividend Reinvestment Plan (DRIP) that allows for reinvestment of dividends, the following applies:** The new owner may choose the reinvestment option as provided on the Transfer of Ownership with W-9 Form. The new owner may also enroll in the plan by accessing their account from our website at www.amstock.com.
- **When a company does not have a DRIP, the following applies:** The new account will be setup to receive dividend checks.
- **Can cash dividends be setup for direct deposit for the new account?** If the company offers direct deposit of dividends, the new owner can arrange for direct deposit by downloading a direct deposit form from our website at <http://www.amstock.com/shareholder/gdd.pdf>.

Please be advised some companies do not offer direct deposit of dividends.

9. What if I cannot locate my certificate(s)?

To provide you with replacement certificates, we must be notified of the loss in writing. You may also report the loss online by accessing your account at www.amstock.com. A bond of indemnity to replace lost shares must be obtained at your expense.

10. What if I locate my certificate(s) previously reported lost or stolen?

If you previously reported your certificate(s) lost or stolen, and you are now in possession of the certificate(s), you must send a signed letter authorizing AST to release the STOP in order to execute your transfer request.

Frequently Asked Questions (FAQs)

11. What is a bond of indemnity?

A bond of indemnity protects AST and its clients from any liabilities incurred if the original certificate(s) is/are presented for value in the future. A bond of indemnity can also be obtained independently from your own insurance provider or an insurance company of your choice.

12. Does AST have an insurance provider that I (we) can use?

As a convenience, you may elect to have AST include your lost certificate(s) under our insurance provider, Travelers Casualty and Surety Company of America. However, there will be fees associated with using our provider.

If you chose to be included under our insurance coverage, AST will send you an Affidavit of Loss and Indemnity Agreement to be completed with signatures notarized. You will be required to pay a percentage of the market value of the lost securities at the time the loss affidavit is issued and an administrative fee. This payment is required for the bond coverage needed to process replacement of the lost certificate(s).

Completed, notarized affidavits and a check for the processing fee may be submitted with appropriate transfer documentation, and replacement securities will be issued in the name of the new shareholder.

13. What is a Certificate of Appointment?

A Certificate of Appointment is a court-issued document that proves the authority of the estate trustee to administer the provisions of the deceased's will. Contact the state in which the registered owner was domiciled to determine whether or not you need a Certificate of Appointment.

14. What is a certified true copy of a document?

A certified true copy is a copy of a document which has been stamped and signed as a true copy of another original document. It is made by an individual who is allowed to take declarations.

15. What is the Affidavit of Domicile form, and when should I complete one?

An Affidavit of Domicile is a sworn statement which is to be signed before an official notary public. The purpose of this form is to enable AST to secure the transfer of shares owned by the deceased at the time of his or her death under the laws of the deceased's legal residence.

You are required to complete and submit an Affidavit of Domicile to AST when transferring shares involving a deceased shareholder.

16. What is an Inheritance Tax Waiver, and how can I determine if one is needed?

An Inheritance Tax Waiver is an authorization by the tax department of a deceased's estate to transfer the securities of the deceased without charging any taxes.

Most states do not require an Inheritance Tax Waiver. However, if the deceased resided in Puerto Rico or any states listed below, you must submit the Inheritance Tax Waiver to AST when transferring those shares.

- Alabama
- Hawaii
- Illinois
- Indiana
- Missouri
- Montana
- New Jersey
- New York
- North Dakota
- Ohio
- Oklahoma
- Pennsylvania
- Rhode Island
- South Dakota
- Tennessee
- West Virginia

To determine the specific Inheritance Tax Waiver requirements for the states listed above, please contact the appropriate tax authority such as the Department of Revenue, Tax Commission, Department of Treasury, etc.

17. What if I don't wish to transfer my shares but need to change the name on the account?

To change or correct a name or to alter an account title in any form is considered a transfer and a Medallion Signature Guarantee is required.

If shares are in certificate form, the original certificate(s) must be submitted in order to execute the name change request.

18. What are the Uniform Gifts to Minors Act and the Uniform Transfers to Minors Act?

The Uniform Gifts to Minors Act (UGMA) is an act in some states of the U.S. that allows assets such as securities, where the donor has given up all possession and control, to be held in the custodian's name for the benefit of the minor without an attorney needing to set up a special trust fund.

Once the child reaches the age of majority (18 or 21, depending on the state), the assets become the property of the child and the child can use them for any purpose.

In the majority of states that have adopted the Uniform Transfers to Minors Act (UTMA), the assets are treated similarly. The assets are held in the custodian's name until the child reaches age of majority.

19. How can I access my account online?

Follow the steps below to access information about your account:

- Go to www.amstock.com and select **Corporate & Shareholders Login** in the top right corner.
- Select **Shareholder Account Access** under Shareholder Services. Then sign-in with your 10-digit numerical account number and Social Security Number and click *Submit*.
- Select an option under **Account Access** on the left-hand side of the page.

Checklist

Remember To:

- Submit original stock certificate(s) or Affidavit of Loss
- Submit your completed Transfer of Ownership form with W-9/W-8
- Submit a letter of instruction (in lieu of the Transfer of Ownership form) and completed W-9/W-8
- Obtain a Medallion Signature Guarantee covering the value of the shares
- Submit an Inheritance Tax Waiver (if required by the state)
- Submit a STOP Release Request if your certificate(s) was/were previously reported lost, stolen, or damaged and now is/are currently in your possession

If Transfer Involves Deceased Individuals:

- Submit the Affidavit of Domicile
- Submit a photocopy of the original death certificate(s)
- Submit a Certificate of Appointment

If Transfer to a Trust:

- Submit copies of the relevant pages of the trust agreement, which includes the trust title, trust date and trustees

If Transfer Involves a Corporation:

- Submit a corporate resolution, partnership agreement, or attestation affidavit

If Transfer Involves Name Change or Attaining Age of Majority:

- Submit a photocopy of the original birth certificate
- Submit a certified copy of the marriage certificate
- Submit a certified copy of the divorce decree

If You Wish to Reinvest Your Shares (available only for those companies that offer this feature):

- Submit a letter of instruction or select the appropriate box on the Transfer of Ownership form

Should you need any additional information regarding your Transfer of Ownership, please contact AST Shareholder Services at (800) 937-5449.



Considering opening a brokerage account?

There's no better time than now!

American Stock Transfer & Trust Company, LLC (AST) offers expanded online services through its sister company, AST Investor Services, LLC, an online retail investor portal.

AST Investor Services provides shareholders access to valuable investor benefits such as:

- Immediate trade execution details and online viewing of real-time positions and balances;
- Access to fixed income securities and mutual funds; and
- Access to buy and sell equities of 10K+ issuers.

Need more information? Send an email to customerservice@astinvestor.com.

Learn more about AST Investor Services by visiting our website at www.astinvestor.com.

AST Investor Services, Member FINRA and SIPC