



**USE THIS FORM TO REQUEST AND AUTHORIZE BROADRIDGE TO MAKE CHANGES THE FOLLOWING ACCOUNT:**

Account Number: \_\_\_\_\_  
Example: 123-33

Account Registration: \_\_\_\_\_  
Example: John Smith OR John Smith and Mary Smith JT

Company: \_\_\_\_\_  
Example: Exxon

**FORM REPLACEMENT REQUEST**

1. 1099  DIV  B  INT  R

For Tax Year: \_\_\_\_\_

2. Statement  BOOK\*  PLAN\*\*  CERTIFICATE

For Period: \_\_\_\_\_

\*For shares held electronically      \*\*Dividend Re-Investment, Employee Stock Purchase Plan, etc...

**ADDRESS CHANGE**

3. New Primary Address  Yes  No

\_\_\_\_\_

4. New Seasonal Address  Yes  No For what period? \_\_\_\_\_

\_\_\_\_\_

5. Alternate Address for...  Proxy  Statements  Tax Forms  Div. Check

\_\_\_\_\_



**TIN UPDATE**

**6. Taxpayer Id Certification**

Please read the instructions carefully before completing the substitute W9 form.

All shareholders are required to sign and return this W9 certification. If requested information is not known at time of transfer, or new owner is not available to sign, a W9 form will be mailed to the new shareholder(s) once the shares are transferred. A new shareholder may also go online at [www.Broadridge.com](http://www.Broadridge.com) to print a W9 form.

**Your account may be subject to backup withholding, at the applicable rate, if you do not complete this substitute W9 form.**

First New Shareholder's Tax Id: \_\_\_\_\_  
If you are exempt from back-up withholding, check here

Second New Shareholder's Tax Id: \_\_\_\_\_  
If you are exempt from back-up withholding, check here

**CERTIFICATION:** Under penalties of perjury I certify that: (1) The number shown on this form is my correct taxpayer identification number and, (2) that 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 U.S. resident alien).

First Shareholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Second Shareholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CHECK REPLACEMENT**

**7. Please replace the following un-cashed check(s):**

There is a replacement fee of \$XX per check replacement. Please enclose a check for the replacement fee.

Check Number, Date and Amount: \_\_\_\_\_

Check Number, Date and Amount: \_\_\_\_\_



**Check Number, Date and Amount:** \_\_\_\_\_

**CERTIFICATE ISSUANCE REQUEST**

**8. Please certificate the following shares:**

There is an issuance fee of **\$35** per certificate. Please enclose a check for the issuance fee.

**Certificate One**

**Number of Shares:** \_\_\_\_\_

**Certificate Two**

**Number of Shares:** \_\_\_\_\_

**Certificate Three**

**Number of Shares** \_\_\_\_\_

**TRANSACTION APPROVAL**

**9. Transaction Approval**

I authorized Broadridge to make the account maintenance changes detailed above and I authorize that I am the correct and right party to request these changes.

**Print Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_