



**USE THIS FORM TO REQUEST AND AUTHORIZE BROADRIDGE TO TRANSFER SHARES FROM THE FOLLOWING ACCOUNT:**

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

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

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

**TRANSFER SPECIFICS**

**1. Number of Shares**

\_\_\_\_\_ Book Entry Shares  
Example: 123.44

\_\_\_\_\_ Certificates  
Example: 44

OR  All Shares

**2. Your Signature is Required**

Each registered owner must sign their name EXACTLY as it appears on the account. The authorized person(s) must sign in his/her legal capacity.

The undersigned hereby irrevocably constitute and appoint Broadridge as attorney to transfer the shares with full power of substitution in the premises.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Daytime Telephone Number : \_\_\_\_\_

**Medallion Signature Guarantee**

Signature(s) must have a Medallion Signature Guarantee from a Commercial Bank, Trust Company, or Broker, if applicable.



**3. New Shareholder(s) Account Type**

Check one:

- Individual    Joint    Trust    Custodial    Estate    Corporation
- Tax Exempt Charity    Other: \_\_\_\_\_

**4. New Shareholder(s) Information**

New Shareholder's Tax Id: \_\_\_\_\_

Total Number of Shares to be transferred into this Account: \_\_\_\_\_  
(All shares will be transferred into Book Entry and held electronically)

Name of New Shareholder: \_\_\_\_\_

Name of Joint Owner/Second Trustee/Minor/Other (if applicable):  
\_\_\_\_\_

Minor's State of Residence (if applicable): \_\_\_\_\_

Name of Trust/Estate (if applicable): \_\_\_\_\_

Date of Trust (if applicable): \_\_\_\_\_

New Shareholder's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Additional New Shareholders**

New Shareholder's Tax Id: \_\_\_\_\_

Total Number of Shares to be transferred into this Account: \_\_\_\_\_  
(All shares will be transferred into Book Entry and held electronically)

Name of New Shareholder: \_\_\_\_\_

Name of Joint Owner/Second Trustee/Minor/Other (if applicable):



\_\_\_\_\_

Minor's State of Residence (if applicable): \_\_\_\_\_

Name of Trust/Estate (if applicable): \_\_\_\_\_

Date of Trust (if applicable): \_\_\_\_\_

New Shareholder's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**DOCUMENTATION REQUIRED**

Transfer Situation	Documents Required
Add a Shareholder	Completed form with new owner(s) name(s) added to the registration, signed by all the owners. Signature Medallion Stamp Guaranteed All Certificates (if applicable)
Remove a shareholder	Completed form with new owner(s) name(s) added to the registration, signed by the all the owners. Signature Medallion Stamp Guaranteed All Certificates (if applicable)
Name correction	Completed form with owner(s) signature medallion stamp guaranteed
Deceased Shareholder	Please go to <a href="http://www.shareholder.broadridge.com">www.shareholder.broadridge.com</a> and download a "Non-Routine" transfer kit.
Transfer to a former minor in a custodian account	Form signed by the former minor or listed custodian Medallion stamp guaranteed