

# Morgan Stanley

## **Account Maintenance Form**

Broadridge Corporate Issuer Solutions  
P.O. Box 1342  
Brentwood, NY 11717-0718

Dear Shareholder,

Thank you for reaching out to Broadridge Corporate Issuer Solutions. Enclosed is the form that can be used for various requests, including obtaining statements and tax documents, requesting replacement checks, or updating your address and contact information. However, we highly recommend utilizing our online services for a faster and more secure experience.

For expedited processing and enhanced security, please visit our Shareholder Portal at [shareholder.broadridge.com/ms](https://shareholder.broadridge.com/ms).

### **Why Use Our Online Services?**

- **Convenience:**  
Online submissions can be completed from anywhere with internet access, eliminating the need to visit a post office or other physical location. Additionally, our online platform offers 24/7 availability, allowing users to make changes at their convenience outside regular business hours.
- **Enhanced Security:**  
Ensure your information is securely transmitted and processed. Our secure online platform provides better protection against loss or unauthorized access compared to physical mail, through email encryption, and other security measures.
- **Accessibility:**  
Our online platform is fully ADA compliant. Additional external software and features such as language translation, screen readers, and other accessibility tools can be implemented by users with various needs.

### **Things to Remember if Mailing the Form:**

- Make sure the form has all required signatures. For joint tenant registrations, both shareholders must sign. If signing on behalf of the shareholder, include your title (e.g., POA, Custodian, Executor) and the appropriate supporting documentation.
- Be aware of any fees related to replacement checks as per your plan documentation.
- Retain copies of all documents for your records.

### **Alternate Submission Options:**

If you prefer not to use our expedited online services and choose to mail your form, please send it to the following address:

#### **Regular Mail**

**Broadridge Corporate Issuer Solutions  
P.O. Box 1342  
Brentwood, NY 11717-0718**

**OR**

#### **Overnight Mail**

**Broadridge Corporate Issuer Solutions  
Attn: BCIS IWS  
51 Mercedes Way  
Edgewood, NY 11717-8368**

If you have any questions regarding your shareholder account, please contact us at:

Telephone Numbers: (800) 622-2393 or (720) 414-6858

E-mail: [msshareholder@broadridge.com](mailto:msshareholder@broadridge.com)

Sincerely,

Shareholder Communications  
Broadridge Corporate Issuer Solutions

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

Account Number: (2-10 digits after the dash)

2943 -

Account Registration: (Example: John Smith OR John Smith and Mary Smith JT)

Company: (Example: XYZ Company)

M O R G A N S T A N L E Y

### FORM REPLACEMENT REQUEST

1. 1099 ☐ DIV ☐ B

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

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

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

\*For shares held electronically

\*\*Dividend Re-Investment, Employee Stock Purchase Plan, etc.

### CHECK REPLACEMENT REQUEST

3. Please replace the following un-cashed check(s):  
**There may be a fee associated with this transaction.**

☐ Replace all outstanding checks older than 180 days.

Check Number: \_\_\_\_\_

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

Amount: \_\_\_\_\_

**\*Please do not cash outdated checks. You may incur a fee at your financial institution.**

### CONTACT INFORMATION CHANGE

4. Write New Primary Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

5. Write New Seasonal Address: \_\_\_\_\_  
Time frame at this address: \_\_\_\_\_  
\_\_\_\_\_

6. Write Alternate Address for: \_\_\_\_\_  
☐ Proxy ☐ Tax Forms  
☐ Statements ☐ Div. Check  
\_\_\_\_\_

### TRANSACTION APPROVAL

7. I/We authorize Broadridge to make the account maintenance changes detailed above and I/we confirm that I/we am/are the correct and right party to request these changes. The signature of all registered holders is required.

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

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_