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Transfer of Ownership Package

This package includes all of the information you need to transfer ownership.

Equiniti Trust Company, LLC ("EQ") is the new name for
American Stock Transfer & Trust Company, LLC ("AST")

To execute a stock transfer, you must:

- Complete this package as instructed in the "Transfer of Ownership Requirements" section dependent on your transfer type
- Send the completed package including all additional requirements to EQ:

  Equiniti Trust Company, LLC
  ATTN: EQ - Automated Scanning Team
  1110 Centre Point Curve, Suite, 101
  Mendota Heights, MN 55120-4100

The package includes:

- Requirements to transfer ownership based on transfer type
- Medallion Signature Guarantee Waiver Requirements
- Transfer of Ownership Form with Substitute W-9
- Affidavit of Domicile Form
- FAQs

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Transfer Requirements

	TRANSFER TYPE	REQUIREMENTS
	SINGLE-OWNER TRANSFERS	
A.	**Transfer From Single Owner**	☐ Completed Transfer of Ownership with Substitute W-9 Form (enclosed). *If transfer is less than $10,000, please see page 10 for details regarding the Medallion Signature Guarantee Waiver. Additional documents are required.* ☐ The original stock certificate(s). If holdings are held in book entry or dividend reinvestment then a certificate is not applicable. *If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.*
B.	**Transfer From Single Owner** *(due to name change)*	☐ Completed Transfer of Ownership with Substitute W-9 Form (enclosed). *If transfer is less than $10,000, please see page 10 for details regarding the Medallion Signature Guarantee Waiver. Additional documents are required.* ☐ The original stock certificate(s). If holdings are held in book entry or dividend reinvestment then a certificate is not applicable. *If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.*
C.	**Transfer From Single Owner** *(due to deceased owner)*	☐ Completed Transfer of Ownership with Substitute W-9 Form (enclosed). *If transfer is less than $10,000, please see page 10 for details regarding the Medallion Signature Guarantee Waiver. Additional documents are required.* ☐ Completed Affidavit of Domicile Form (enclosed). ☐ The original stock certificate(s). If holdings are held in book entry or dividend reinvestment then a certificate is not applicable. *If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.*
	JOINT TRANSFERS	
D.	**Transfer From Joint Account or Addition of Transfer on Death**	☐ Completed Transfer of Ownership with Substitute W-9 Form (enclosed). *If transfer is less than $10,000, please see page 10 for details regarding the Medallion Signature Guarantee Waiver. Additional documents are required.* ☐ The original stock certificate(s). If holdings are held in book entry or dividend reinvestment then a certificate is not applicable. *If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.*

Transfer Requirements

	TRANSFER TYPE	REQUIREMENTS
	JOINT TRANSFERS	
E.	**Transfer From Joint Account** *(due to name change)*	☐ Completed Transfer of Ownership with Substitute W-9 Form (enclosed). *If transfer is less than $10,000, please see page 10 for details regarding the Medallion Signature Guarantee Waiver. Additional documents are required.* ☐ The original stock certificate(s). If holdings are held in book entry or dividend reinvestment then a certificate is not applicable. *If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.*
F.	**Transfer From Joint Account** *(due to ONE deceased owner)*	☐ Completed Transfer of Ownership with Substitute W-9 Form (enclosed). *If transfer is less than $10,000, please see page 10 for details regarding the Medallion Signature Guarantee Waiver. Additional documents are required.* ☐ Completed Affidavit of Domicile Form (enclosed). ☐ The original stock certificate(s). If holdings are held in book entry or dividend reinvestment then a certificate is not applicable. *If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.*
G.	**Transfer From Joint Account** *(due to ALL deceased owners)*	☐ Completed Transfer of Ownership with Substitute W-9 Form (enclosed). *If transfer is less than $10,000, please see page 10 for details regarding the Medallion Signature Guarantee Waiver. Additional documents are required.* ☐ Completed Affidavit of Domicile Form (enclosed). ☐ The original stock certificate(s). If holdings are held in book entry or dividend reinvestment then a certificate is not applicable. *If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.*
	TRUSTEE TRANSFERS	
H.	**Transfer By Trustee(s)**	☐ Completed Transfer of Ownership with Substitute W-9 Form (enclosed). *If transfer is less than $10,000, please see page 10 for details regarding the Medallion Signature Guarantee Waiver. Additional documents are required.* ☐ The original stock certificate(s). If holdings are held in book entry or dividend reinvestment then a certificate is not applicable. *If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.*

Transfer Requirements

	TRANSFER TYPE	REQUIREMENTS
	TRUSTEE TRANSFERS	
I.	**Transfer By Co-Trustee or Successor Trustee(s)**	☐ Completed Transfer of Ownership with Substitute W-9 Form (enclosed). *If transfer is less than $10,000, please see page 10 for details regarding the Medallion Signature Guarantee Waiver. Additional documents are required.* ☐ The original stock certificate(s). If holdings are held in book entry or dividend reinvestment then a certificate is not applicable. *If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.*
	CUSTODIAN TRANSFERS	
J.	**Transfer To Former Minor By Registered Custodian**	☐ Completed Transfer of Ownership with Substitute W-9 Form (enclosed). *If transfer is less than $10,000, please see page 10 for details regarding the Medallion Signature Guarantee Waiver. Additional documents are required.* ☐ The original stock certificate(s). If holdings are held in book entry or dividend reinvestment then a certificate is not applicable. *If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.*
K.	**Transfer Due To Deceased Custodian or Minor**	☐ Completed Transfer of Ownership with Substitute W-9 Form (enclosed). *If transfer is less than $10,000, please see page 10 for details regarding the Medallion Signature Guarantee Waiver. Additional documents are required.* ☐ The original stock certificate(s). If holdings are held in book entry or dividend reinvestment then a certificate is not applicable. *If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.*

Medallion Signature Guarantee Waiver Requirements

FOR TRANSFERS OF $10,000 OR LESS, THE MEDALLION SIGNATURE GUARANTEE REQUIREMENT MAY BE WAIVED. THE FOLLOWING OUTLINES ALL OF THE DOCUMENTS REQUIRED TO WAIVE THE MEDALLION SIGNATURE GUARANTEE REQUIREMENT ON THE TRANSFER OF OWNERSHIP FORM.

TRANSFER TYPE	REQUIREMENTS *(In addition to requirements on pages 4–6)*
If Transfer Due to Name Change (single owner or joint account)	☐ Signatures of all registered owners in the Transfer of Ownership Form. Please see section 10A, on page 2 of 2. *If registered owner(s) is/are deceased, a legal representative may sign ONLY IF they state legal capacity in which they signed.* ☐ A check payable to Equiniti Trust Company, LLC. See FAQ #2 on page 10 for fee schedule. ☐ Copy of valid government-issued photo identification with a signature, such as a driver's license or a passport. ☐ Proof of name change (ONLY IF name change request is due to marriage or divorce). ☐ Certified copy of the marriage certificate, divorce decree, or certified copy of the court order (ONLY IF name change request due to complete name change).
If Transfer Due to Deceased Owner (single owner or joint account)	☐ Signatures of all registered owners in the Transfer of Ownership Form. Please see section 10A, on page 2 of 2. *If registered owner(s) is/are deceased, a legal representative may sign ONLY IF they state legal capacity in which they signed.* ☐ A check payable to Equiniti Trust Company, LLC. See FAQ #2 on page 10 for fee schedule. ☐ Copy of valid government-issued photo identification with a signature, such as a driver's license or a passport. ☐ Copy of official death certificate(s). ☐ Inheritance Tax Waiver (ONLY IF required by state of transfer; see Question 12 in the FAQs section to determine if an Inheritance Tax Waiver is required). ☐ Signature by executor, administrator, or personal representative of currently deceased owner. ☐ Certificate of Appointment (or Small Estate Statues of the state in which the shareholder was domiciled). ☐ Completed and notarized Affidavit of Domicile.
If Transfer by Trustee(s), Co-Trustee(s), or Sucessor Trustee(s)	☐ Signatures of all registered owners in the Transfer of Ownership Form. Please see section 10A, on page 2 of 2. *If registered owner(s) is/are deceased, a legal representative may sign ONLY IF they state legal capacity in which they signed.* ☐ A check payable to Equiniti Trust Company, LLC. See FAQ #2 on page 10 for fee schedule. ☐ Copy of valid government-issued photo identification with a signature, such as a driver's license or a passport. ☐ Copy of official death certificate (ONLY IF transfer due to death of grantor/co-trustee). ☐ Copy of Trustee Amendment (ONLY IF transfer due to resignation of trustee).

If your certificate(s) is lost, please see Question 6 in the FAQs section for instructions to replace the shares prior to submitting your transfer forms.

TRANSFER OF OWNERSHIP FORM

Substitute W-9 Form included.

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Page 1 of 2

Please submit a new form for each account and company of stock you are transferring.

CURRENT STOCK HOLDER INFORMATION

1. Company Name of Stock Held
List full name of the company for which stock is held.

Company Name

2. AST Account Number
List AST account number for current stock holder as it reads on most recent account mailing.

AST Account Number

3. Current Stock Holder(s)
List full name(s)/registration(s) of ALL current stock holder(s) as it reads on the account, statements, certificates, and/or tax forms.

Current Stock Holder Name(s)

4. Transfer Reason
All transfers will be assumed to be gifts if no reason is provided. If we receive documentation (e.g., death certificate) indicating that the registered shareowner is deceased, the transfer reason will default to death.

TRANSFER TYPE (select one only)	DATE OF GIFT/DEATH/SALE (MM/DD/YYYY)	COST BASIS PER SHARE
☐ GIFT	/ /	. USD
☐ DEATH	/ /	. USD
☐ PRIVATE SALE	/ /	. USD
☐ NO CHANGE OF OWNERSHIP	Please Specify	

NEW STOCK HOLDER INFORMATION

5. New Stock Holder
List full name of new stock holder. Use second line if necessary for a joint holder, minor, or trustee.

New Stock Holder Name(s)

6. Contact Information
Enter contact information of new stock holder.

Email Address

- -

Daytime Phone Number

7. Address
List complete address of new stock holder.

Street Address/PO Box

Apt/Unit Number

City

State

Zip Code

Country

8. Total Shares to be Transferred

TOTAL NUMBER OF SHARES BEING TRANSFERRED		.
If you desire to transfer specific shares, please indicate here in addition to stating the total number of shares to be transferred.	DRIP	.
	BOOK	.
	CERTIFICATE	.

Form is invalid if original stock certificate is not submitted. For lost certificates, please see Question 6 in the FAQ section.

9. Reinvest Dividends (if applicable)

FOR DRIP SHARES ONLY: When a transfer involves Dividend Reinvestment Plan (DRIP) shares, if the new owner intends to have the shares remain enrolled in the company's reinvestment program, they must check the box next to "YES" in order to reinvest their dividends.

☐ YES ☐ NO

If checking YES, I have read and fully understand the terms and conditions of the Plan.

TRANSFER OF OWNERSHIP FORM

Substitute W-9 Form included.

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REQUIRED SIGNATURES

10. A. Signatures of ALL current stock holders or legal representatives

State the legal capacity of the signee unless the signee is the current stock holder.

If the current owner is not signing the Transfer of Ownership form, the legal representative signing on their behalf must state next to their signature the capacity in which they are authorized to sign. Please see Question 3 in the FAQ section for the acceptable forms of Legal Representation.

I do hereby irrevocably constitute and appoint Equiniti Trust Company, LLC (EQ), attorney to transfer said stock on the books of the corporation with full power of substitution in the premises.

Capacity of Legal Representative

Signature(s) MM/DD/YYYY

Signature(s) MM/DD/YYYY

10. B. Medallion Signature Guarantee

All signatures must be Medallion Signature Guarantee provided by an eligible Guarantor or Institution OR a Medallion Signature Guarantee Waiver may be obtained for transfers of $10,000 or less (see page 10 of this package for more details). No other form of signature verification, including notary seal, can be accepted. Medallions can be obtained through 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.

Transfers with a market value under $5,000, Fee: $100
Transfers with a market value from $5,000 to $10,000, Fee: $200

PLACE STAMP HERE

SUBSTITUTE W-9 FORM

11. Federal Tax Classification

If stock holder is not a U.S. citizen, refer to http://www.equiniti.com/us/ast-access/individuals for a W-8 Form. Select the tax classification of the new stock holder.

- ☐ **INDIVIDUAL/SOLE PROPRIETOR**
- ☐ **S CORPORATION**
- ☐ **C CORPORATION**
- ☐ **PARTNERSHIP**
- ☐ **LIMITED LIABILITY COMPANY** (C = C Corporation, S = S Corporation, P = Partnership) — ☐ Enter the Tax Classification
- ☐ **EXEMPT PAYEE** Exempt payee code or Exemption from FATCA reporting code. Codes apply only to certain entities not individuals. — Enter Code
- ☐ **OTHER** — Enter Classification
- ☐ **TRUST/ESTATE**

12. Taxpayer Identification Number (TIN)

Enter the TIN of the new stock holder in the box. The TIN provided must match the new stock holder's name to avoid backup withholding. For individuals, this is your Social Security Number (SSN). For other entities, this is your Employer Identification Number (EIN).

Enter TIN

13. Certification

Under penalties of perjury, I certify that: (1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me); 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 Internal Revenue Service (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. citizen or other U.S. person; and (4) The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature(s) MM/DD/YYYY

Signature(s) MM/DD/YYYY

The new owner must sign the Substitute W-9 Form. Failure to complete this form will result in backup withholdings per IRS regulations. If the new account is to be registered to Joint Tenants, use the Taxpayer Identification Number (TIN) of the first owner named on the account. If you are not a U.S. citizen or do not have a Social Security Number, please use the appropriate W-8 Form.

THIS IS THE END OF THE FORM

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Please submit a new form for each account and company of stock you are transferring.

DECEASED STOCK HOLDER INFORMATION

1. **Company Name of Stock Held**
   List full name of the company for which stock is held.

Company Name

2. **AST Account Number**
   List AST account number of the deceased stock holder as it reads on account mailing.

AST Account Number

3. **Full Name**
   List full name of the deceased stock holder.

Name of Deceased Stock Holder

4. **Date of Death**
   List date of death of deceased stock holder.

MM/DD/YYYY

5. **Legal Address**
   List last address of the deceased stock holder.

Street Address/PO Box

Apt/Unit Number

City

State

Zip Code

Country

LEGAL REPRESENTATIVE INFORMATION

6. **Legal Identification**
   Select representative's legal identification.

☐ EXECUTOR ☐ ADMINISTRATOR ☐ PERSONAL REPRESENTATIVE ☐ SURVIVOR ☐ TRUSTEE

7. **Full Name**
   List full name of legal representative.

Name of Legal Representative

8. **Address**
   List legal address of legal representative.

Street Address/PO Box

Apt/Unit Number

City

State

Zip Code

Country

9. **Signature of the Legal Representative**

Signature of Legal Representative

MM/DD/YYYY

I, being duly sworn, depose and say that I am the executor, administrator, personal representative, or survivor (as checked above) of the Estate of the registered owner, whose name, date of death, and legal residence are listed above. This affidavit confirms that Equiniti Trust Company, LLC ("EQ") is the transfer agent that has permission to transfer or deliver securities registered in the name of, or owned by, said decedent at the time of his/her death.

OFFICIAL NOTARY PUBLIC CERTIFICATION AND SEAL

10. **Sworn before me on this date** ____ DAY OF ____ , 20 ____

Signature of Notary Public

Signature(s)

State Country

Expiration of Commission

MM/DD/YYYY

AFFIX NOTARY PUBLIC SEAL BELOW

THIS IS THE END OF THE FORM

FAQs

1. What is a Medallion Signature Guarantee, and where can I obtain one?

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. You can obtain the guarantee through 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.

2. Is my transfer request eligible for a Medallion Signature Guarantee Waiver, and how can I obtain one?

A Medallion Signature Guarantee Waiver is offered for transfers of shares with aggregate value of $10,000 or less on the date on which the transfer request is signed. You can obtain a waiver for the Medallion Signature Guarantee requirement by submitting the necessary transfer documents, a check payable to Equiniti Trust Company, LLC (Market value under $5,000, Fee: $100, Market value from $5,000 to $10,000, Fee: $200), a copy of a valid government-issued identification with a signature (such as a driver's license or a passport), AND supporting documents reflecting your capacity to act on behalf of the shareholder, if applicable.

3. What is a Legal Representative?

A "Legal Representative" is defined as a person empowered to act for another person who is recognized by law with respect to the individual's property or interests. A representative can be an executor, administrator, personal representative, trustee of a trust, power of attorney, receiver, guardian, custodian; or conservator agent, an officer, a partner, or an associate of an organization.

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

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

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 W-8 Form (http://www.equiniti.com/us/ast-access/individuals). In this case, leave the Substitute W-9 Form 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.

FAQs

6. What if I cannot locate my certificate?

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.equiniti.com/us. A bond of indemnity to replace lost shares must be obtained at your expense.

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7. Are dividend options available to the new owner?

Dividend policies depend on the particular stock held. Listed below are the 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 a W-9 Form.
The new owner may also enroll in the plan by accessing their account from our website at www.equiniti.com/us.

When a company does not have a DRIP, the following applies: The new account will be set up to receive dividend checks. Can cash dividends be set up 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.equiniti.com/us/ast-access/individuals.

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

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8. 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.

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9. What is the Affidavit of Domicile Form, and when should I complete one?

An Affidavit of Domicile is a sworn statement that 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.

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10. 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.

FAQs

11. How can I access my account online?

Follow the steps below to access information about your account:

- Go to **www.equiniti.com/us** and click on Login in the top-right corner.
- Next, below Shareholder Central, click on Register - First-Time Users, and follow the instructions to create your unique identification number and password.
- Once registered and your unique ID and password are entered, your Account Information page will appear.
- If you are already registered, click Login below Shareholder Central, and enter your unique ID and password.

12. 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
- Tennessee

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.

13. How can I transfer and sell my shares?

If the company has a Direct Stock Sale Plan, you can sell the shares through AST. Please include a signed letter of instruction with your transfer request and provide the name of the security, account number, and the number of shares you would like to sell.