

\_\_\_\_\_  
 Name of Current Account Holder

\_\_\_\_\_  
 Joint Tenant

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State, Zip

Current Holder Account Number

\_\_\_\_\_

Company Name

\_\_\_\_\_

**Transfer Request**

PLEASE PRINT CLEARLY

**1. CURRENT ACCOUNT TYPE (account you are transferring shares out of)**

Non-Custodial Registrations - complete section 2 below    OR     Custodial Registrations - Custodian to complete section 3 (reverse page)

**2. NON-CUSTODIAL REGISTRATIONS**

**Current Holder Information (as it appears on your account statement)**

Current Tax ID / SSN on Account (do not use hyphens)

Telephone Number (do not use hyphens)

\_\_\_\_\_

\_\_\_\_\_

Name(s) / Registration on Current Account (include ALL names/entities listed on account)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Street Address

Apt. / Unit Number

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

\_\_\_\_\_



### 3. CUSTODIAL REGISTRATIONS

#### Current Custodian Information

The Custodian registered to the current account (that you are transferring shares out of) must provide and/or verify the following information:

Name of Custodian

Name(s) / Registration on Current Account (include ALL names/entities listed on account)

Current Street Address

Apt. / Unit Number

City

State

Zip Code

Custodian Account Number/Investor ID at Custodian

Custodian Taxpayer ID Number (do not use hyphens)

Custodian Telephone Number (do not use hyphens) Ext.

### 4. COST BASIS/REASON FOR TRANSFER

Please check off the applicable purpose of the transfer for shares acquired after 12/31/10. If this section is not fully completed, all transfers will be treated as Gifts, unless we receive documentation that this is a decedent transfer (i.e. Affidavit of Domicile) in which case the transfer will be treated as an inheritance. We recommend that you consult with your tax advisor regarding the tax implications for each type of transfer. **Please check ONLY ONE box.** If you check more than one box your transfer will be treated as if you had not made any selection.

Private Sale

Date of Sale:

(If Private Sale)

Cost Per Share:

US Dollars

Gift

Date of Gift:

Inheritance

Date of Death:

(If Inheritance)

Value Per Share:

US Dollars

No Change of Ownership (please specify)

(If blank we will default to the effective date of the transfer.)





### 5. SHARE TRANSFER

**A. Transfer All Securities**      OR       **B. Transfer Shares As Instructed Below**

If box B is checked, complete the Security Description/Share Type details below.

Security Description / Share Type (ex: Common, Preferred, etc)	Transfer All	or	Enter number of whole and / or fractional shares to transfer, if applicable
<input type="text"/>	<input type="checkbox"/>	or	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	or	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	or	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	or	<input type="text"/>

### 6. AUTHORIZED SIGNATURES

The undersigned does (do) hereby irrevocably constitute and appoint Computershare as attorney to transfer the said stock, as the case may be, on the books of said Company, with full power of substitution in the premises.

The signature(s) below on this Transfer Request form must correspond exactly with the name(s) as shown upon the face of the stock certificate or a Computershare-issued statement for book-entry shares, without alteration or enlargement or any change whatever. The below must be signed by all current registered holders, or a legally authorized representative with indication of his or her capacity next to the signature.

NOTE: Signature(s) must be stamped with a Medallion Signature Guarantee by a qualified financial institution, such as a commercial bank, savings bank, savings and loan, US stockbroker and security dealer, or credit union, that is participating in an approved Medallion Signature Guarantee Program (**A NOTARY SEAL IS NOT ACCEPTABLE**).

**Required ► Medallion Guarantee Stamp**  
**All Current Holder(s) or Legal Rep(s)** (Notary Seal Is Not Acceptable)

Date (mm / dd / yyyy)

Signature of all Current Holders or Legal Representative(s)

**Required ► Medallion Guarantee Stamp**  
**Current Custodian** (Notary Seal Is Not Acceptable)

Date (mm / dd / yyyy)

Signature of Current Custodian

**Required ► Medallion Guarantee Stamp**  
**All Current Holder(s) or Legal Rep(s) - Continued** (Notary Seal Is Not Acceptable)

Date (mm / dd / yyyy)

Signature of Additional Current Holder(s) or Legal Representative(s)





7. NEW ACCOUNT TYPE (account you are transferring shares to)

Non-Custodial Registrations - complete section 8 OR  Custodial Registrations - Custodian to complete section 9 (reverse page)

8. New Account Type (account you are transferring shares to): Non-Custodial Registration

A. New Non-Custodial Registration Type

- Individual
- Joint Tenants with Right of Survivorship
- Community Property
- Tenants in Common
- Corporation
- Custodial for Minors Act – State of:
- Estate – Include Executor Name, Provide Estate EIN on Form W-9
- Qualified Pension Plan (Non-custodial)
- Trust – Include Trustee Names, Trust Name, and Trust Agreement Date below.
- Transfer on Death (“TOD”) – Note: Only 1 TOD beneficiary may be registered per account. List the TOD beneficiary name below.
- Other (Specify)

B. New Holder Information

New Holder’s Existing Account Number (if applicable)

Name of Individual / Entity / Trustee / Executor / Other

Name of Joint Holder / Minor / Co-Trustee / TOD Beneficiary / Other (if applicable)

Trust / Estate Name (if applicable)

Trust / Estate Name - continued

Trust Agreement Date (mm / dd / yyyy) (if applicable)

Current Street Address

Apt. / Unit Number

City

State

Zip Code

E-mail Address





9. New Account Type (account you are transferring shares to): Custodial Registrations

A. New Custodial Registration Type

Traditional IRA

Simplified Employee Pension/Trust (SEP)

Roth IRA

Pension/Profit Sharing Plan

KEOGH Plan

Other (Specify)

Grid for specifying other registration type

B. New Custodial Information

Name of Custodian

Grid for Name of Custodian

Beneficial Holder for New Account (include ALL names/entities listed on account)

Grid for Beneficial Holder 1

Grid for Beneficial Holder 2

Grid for Beneficial Holder 3

Current Street Address

Apt. / Unit Number

Grid for Current Street Address

City

State

Zip Code

Grid for City

Grid for State

Grid for Zip Code

Custodian E-mail Address

Grid for Custodian E-mail Address

Custodian Account Number / Investor ID at Custodian

Grid for Custodian Account Number

Custodian Telephone Number (do not use hyphens) Ext.

Grid for Custodian Telephone Number

Signature of New Custodian

Grid for Signature of New Custodian

Date (mm / dd / yyyy)

Grid for Date

NOTE: Signature(s) must be stamped with a Medallion Signature Guarantee by a qualified financial institution, such as a commercial bank, savings bank, savings and loan, US stockbroker and security dealer, or credit union, that is participating in an approved Medallion Signature Guarantee Program (A NOTARY SEAL IS NOT ACCEPTABLE).

Required Medallion Guarantee Stamp New Custodian (Notary Seal Is Not Acceptable)





### 10. Distribution for new account

Bank Routing Number – this is a nine-digit number.

Bank Account Number – account numbers vary in length and must not include check numbers.

DO NOT USE YOUR CREDIT CARD NUMBER. If you are unsure of your Bank Routing Number or Bank Account Number, please check with your financial institution. **Please DO NOT provide a check number in the fields above.** This is commonly listed with your Account and Bank Routing Numbers on your check.

Checking Account

Savings Account

Name(s) that appear on the account at your financial institution

Name of Financial Institution

I/We hereby authorize Computershare as disbursing agent for the payer, to initiate credit entries to my (our) account; or if necessary debit entries or adjustments for any credit entries in error. This authority is to remain in effect until my (our) written authorization to terminate electronic funds transfer is received in time to afford Computershare reasonable opportunity to act on it or until this service is terminated by the payer or Computershare. **All registered holders as well as all individuals listed on the financial account must sign below.**

Signature 1 - Please keep signature within the box.

Signature 2 - Please keep signature within the box.

Date (mm / dd / yyyy)

Telephone Number (do not use hyphens)



**11. FINANCIAL ADVISOR / FINANCIAL INSTITUTION INFORMATION**

**A. Financial Advisor Information**

Financial Advisor Name

Financial Advisor CRD Number

Telephone Number (do not use hyphens)

Ext.

Financial Advisor E-mail Address

Financial Advisor Street Address/PO Box

City

State

Zip Code

**B. Financial Institution Information**

Financial Institution Name

Financial Institution CRD Number

Telephone Number (do not use hyphens)

Ext.

Financial Institution Street Address/PO Box

City

State

Zip Code





12. Form W-9

**A. Taxpayer Identification Number (TIN)**

Enter the TIN for the new Holder or new Custodian in the appropriate box. For individuals, this is your Social Security number (SSN). For other entities, it is your Employer Identification Number (EIN). For joint tenant accounts, the TIN provided must belong to the first owner on the registration to avoid backup withholding. COMPLETE ONLY ONE BOX.

Social Security Number (do not use hyphens)

OR

Employer Identification Number (do not use hyphens)

**B. Federal Tax Classification**

Check appropriate box (required); check only **ONE** of the following boxes:

Individual / Sole Proprietor or Single-Member LLC

C Corporation

S Corporation

Partnership

Trust / Estate

Note: For a single-member LLC that is disregarded, check the appropriate box above for the tax classification of the single-member owner.

**Limited Liability Company or Other Classification**  
If you are an LLC or Other Classification, do not complete this form. You must complete an IRS Form W-9. This form can be found on the IRS website at [www.irs.gov](http://www.irs.gov). See "Limited Liability Company or Other Classification" on the back of this form for more information.

**C. Exempt Payee Code (if any)**

If you are exempt from backup withholding, enter in the Exemptions box, any code that may apply to you. See Exempt payee codes on the back of this form.

Exemption from FATCA reporting code (if any)  
**Not Applicable**  
(Applies to accounts maintained outside the U.S.)

**D. Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct Taxpayer Identification Number, 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 (defined on reverse).
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct (defined on reverse).

**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.

**This form must be signed and dated for us to accept as proper certification. Send form to Computershare. Do not send to the IRS.**

Signature - Please keep signature within the box.

Date (mm / dd / yyyy)

Telephone Number (do not use hyphens)







## How to complete this form

### Backup Withholding

The Internal Revenue Service (IRS) requires us to withhold taxes for the applicable rate of backup withholding for U.S. persons without a W-9 tax certification who are not otherwise exempt. Parties acting as disbursement agents, such as Computershare, must withhold and pay to the IRS the applicable tax rate of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, and royalties. Supplying us with your correct Taxpayer Identification Number (TIN), and signing this form will generally allow you to receive your payments without being subject to backup withholding. Failure to supply your TIN, or supplying us with an incorrect TIN, could result in a \$50.00 penalty being assessed by the IRS.

Receipt of a completed Form W-9 will discontinue backup withholding unless otherwise required.

#### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee The actual owner
5. Sole proprietorship or disregarded entity owned by an individual	The owner
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

**Exempt payee code.** Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1 -- An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2 -- The United States or any of its agencies or instrumentalities
- 3 -- A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4 -- A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5 -- A corporation
- 6 -- A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7 -- A futures commission merchant registered with the Commodity Futures Trading Commission
- 8 -- A real estate investment trust
- 9 -- An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10 -- A common trust fund operated by a bank under section 584(a)
- 11 -- A financial institution
- 12 -- A middleman known in the investment community as a nominee or custodian
- 13 -- A trust exempt from tax under section 664 or described in section 4947

### Limited Liability Company or Other Classification

If you are a Limited Liability Company or Other entity, complete an IRS Form W-9 found on the IRS website [www.irs.gov](http://www.irs.gov). Be sure to include the information required in the IRS instructions for a *Limited Liability Company (LLC)* or for *Other entities* on page 2. Return the completed form to the address below.

**Definition of a U.S. Person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations Section 301.7701-7).

**Exemption from FATCA reporting:** If you are submitting this form for an account that is maintained in the United States, you are exempt from FATCA reporting.

