



Regular Mail send to:
First Shareholder Services
PO Box 29522 (FCC61) • Raleigh, NC 27626-0522

Overnight Delivery send to:
First Shareholder Services
4300 Six Forks Road (FCC61) • Raleigh, NC 27609-5718

Toll-free: 866.215.2480 • E-mail: contact@firstshareholderservices.com

Letter of Instruction for Transfer Request

See next page for instructions for completing this form.
Please print clearly.

1. Current Shareholder Information

NAME(S) CURRENTLY ON ACCOUNT

ADDRESS

NAME OF STOCK

CITY, STATE, ZIP

DAYTIME PHONE NUMBER

IMPORTANT Original stock certificate(s) must be submitted for transfer to be completed.

2. All Shares To Be Transferred Transfer ALL shares (All book-entry shares and certificates submitted will be transferred.)

3. Partial Share Transfer Certificated shares for transfer: _____ DRS/book-entry shares for transfer: _____
Number of shares to be transferred *Number of shares to be transferred*

4. Authorized Signatures

The undersigned does (do) hereby irrevocably constitute and appoint First Shareholder Services 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.

NOTE: 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 Company statement for book-entry shares, without alteration or enlargement or any change whatsoever. The signature line 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.

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, U.S. stockbroker and security dealer, or credit union, which is participating in an approved Medallion Signature Guarantee Program.

A NOTARY SEAL IS NOT ACCEPTABLE

5. Medallion Signature Guarantee

SIGNATURE

DATE

SIGNATURE OF CO-OWNER

DATE

6. Cost Basis Data – Reason for Transfer (Complete this section ONLY IF YOU ARE TRANSFERRING SHARES THAT WERE ACQUIRED AFTER DECEMBER 31, 2010).

All transfers will be treated as GIFTS if this section is not completed properly. You should consult with your tax advisor regarding tax implications for each type of transfer.

Check only one box. If more than one box is checked the transfer will be treated as if no selection is made.

Sale Date of Sale: _____

Gift Date of Gift: _____

Inheritance Date of Death: _____

None of the above (please specify): _____

Cost Per Share: _____ (Sales only) Fair Market Value Per Share: _____ (Gifts and Inheritance)

Cost Basis Data – Reason for Transfer Internal Revenue Service regulations require Brokers and Transfer Agents to obtain cost basis information for securities that were issued on or after January 1, 2011.

Sale – Date of Sale (acquisition date) and **Cost Per Share** must be provided. If this information is not furnished we will be required to apply the Gift rule to establish cost basis for this transaction.

Gift – Date of Gift (date shares are gifted). If no date is provided default will be date of transfer. **Fair Market Value (FMV)** (If no value is provided default will be value on date of transfer)

Inheritance – Date of Death (acquisition date) or alternative date as defined in Internal Revenue Service (IRS) regulations and the **Fair Market Value (FMV) Per Share** on date of death. (If no date is provided default will be date of transfer)

None of the above – If transaction does not meet any of the above, please provide appropriate details.

7. Delivery Instructions Mail to **new** shareholder Mail to **current** shareholder

8. New Shareholder Information

NAME(S) TO APPEAR ON ACCOUNT If a trust, indicate date of trust and trustee(s).

ADDRESS

DAYTIME PHONE NUMBER

CITY, STATE, ZIP

EMAIL ADDRESS

9. Type of Account Individual Joint Tenant WROS Trust
 Transfer on Death Custodial with Minor Other

10. Form W-9 This must be signed by the NEW shareholder with the Social Security Number/Tax ID Number indicated in Section 8 above.

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 IRS that I am subject to backup withholding as a result of 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 in the Instructions).

Certification Instructions: You must cross out item (2) in the above paragraph if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest or dividends on your tax return. See Instructions and information from IRS by clicking on Form W-9 on the Forms area of this website. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

SIGNATURE OF NEW SHAREHOLDER

SOCIAL SECURITY NUMBER OR TAX ID NUMBER

DATE

How to complete the Letter of Instruction for Transfer Request Form

- 1. Current Shareholder Information** Enter current shareholder(s) name(s), address and daytime phone number.
- 2. All Shares To Be Transferred** Check this box **ONLY** if you wish to transfer **ALL** shares in this account. These shares include any certificated shares submitted with this document, Direct Registration System (DRS) and Book-Entry shares held by the transfer agent. **IMPORTANT:** In order to transfer certificated shares, you must submit the original certificates with this form. The remaining shares will be left in your name. *If this box is checked, do not complete Section 3.*
- 3. Partial Share Transfer** Enter the number of certificated shares you wish to transfer and/or the number of DRS and Book-Entry shares held by the transfer agent you wish to transfer. **IMPORTANT:** In order to transfer certificated shares, you must submit the original certificates with this form. The remaining shares will be left in your name.
- 4. Authorized Signatures** *This section must be completed for the transfer to be completed. After completing, please take this form to a qualified financial institution and sign in the presence of an officer of the institution.* Please note, if you are signing on behalf of the current registered shareholder, you must indicate your capacity (Executor, Administrator, Power of Attorney, Trustee, etc.).
- 5. Medallion Signature Guarantee** Signature(s) must be stamped with a **Medallion Signature Guarantee** from a qualified financial institution, such as a commercial bank, savings bank, savings and loan, U.S. stockbroker and securities dealer or credit union that is participating in an approved Medallion Signature Guarantee Program. **A Notary Seal is NOT acceptable.**
- 6. Cost Basis Data – Reason for Transfer** Internal Revenue Service regulations require Brokers and Transfer Agents to obtain cost basis information for securities that were issued on or after January 1, 2011.

Sale – Date of Sale (acquisition date) and **Cost Per Share** must be provided. If this information is not furnished we will be required to apply the Gift rule to establish cost basis for this transaction.

Gift – Date of Gift (date shares are gifted). If no date is provided default will be date of transfer. **Fair Market Value (FMV)** (If no value is provided default will be value on date of transfer)

Inheritance – Date of Death (acquisition date) or alternative date as defined in Internal Revenue Service (IRS) regulations and the **Fair Market Value (FMV) Per Share** on date of death. (If no date is provided default will be date of transfer)

None of the above – If transaction does not meet any of the above, please provide appropriate details.
- 7. Delivery Instructions** Mark only one box with a “✓” to indicate where you wish certificate(s)/ book-entry statement to be mailed after shares are transferred.
- 8. New Shareholder Information** If you are transferring to more than one holder, please submit a separate form for each new account and indicate the number of shares to be transferred to the holder. Please enter the new shareholder name(s), address and Social Security number and have the shareholder sign Section 9.
- 9. Type of Account** Mark only one box with a “✓” indicating the type of account into which you are transferring shares.

Individual registration (e.g., “John J. Smith”) is used if there is only one shareholder. There is only one individual listed on the account.

Joint Tenant With Right of Survivorship registration (e.g., “John J. Smith and Jane J. Smith JT TEN WROS”) is used if there are two or more equal holders listed on the account. Please note, the registration must read “and.” The word “or” cannot appear in the registration.

Trust registration (e.g., “John J. Smith and Jane J. Smith TR UA 05-30-98 Smith Family Trust”) is used to allow the appointed trustees to handle the securities. All acting trustees are listed on the account, which also names the legal name and date of the trust agreement. To register shares under a trust, a legal trust agreement must exist.

Transfer on death (TOD) registration (e.g., “John Smith TOD Mary Todd”) is used to allow an individual (John Smith) to designate one individual (Mary Todd) or entity as the beneficiary of the account upon the death of the registered holder (John Smith). Please note, the assigning of stock to the beneficiary is not automatic and will require a written request at the time of transfer. **NOTE:** Only one beneficiary can be named per account. The TOD registration may not be available for all companies or for all states.

Custodial with minor registration under the Uniform Gifts to Minors Act (UGMA) or Uniform Transfer to Minors Act (UTMA) of your state (e.g., “John Doe Custodian for Jane Doe UTMA NC”) is used if the securities are held by a custodian on behalf of a minor. The named custodian is given the legal authority to act on the account on behalf of the minor, until the minor reaches the age of majority under the applicable state’s law. The Social Security number associated with the account is that of the minor.

Other: Common registrations include community property, Limited Liability Company (LLC), nominee, partnership, tenants by entireties, estates and unincorporated association.
- 10. Form W-9** New shareholder must sign and date the Form W-9 for tax reporting purposes. This section must be completed to avoid backup withholding on this account. For complete IRS information and instructions for the Form W-9, visit the Forms section of our website.