

Date \_\_\_\_\_

## TRANSFER OF OWNERSHIP FORM

To avoid delays, please complete this form in its entirety.

### Step 1

#### SHARES TO BE TRANSFERRED

All stock certificates listed below must be submitted with this form to complete transfer. Please use additional pages if necessary.

Certificate Number

Number of Shares

Certificate Number

Number of Shares

Stock Certificate Shares to be Transferred

Statement Shares to be Transferred

Statement shares are book-entry or uncertificated shares held through a Dividend Reinvestment or Direct Stock Purchase Plan or through The Direct Registration System.

Employee Plan Shares to be Transferred

Employee Plan shares are book-entry or uncertificated shares held in a 423(b) plan such as an Employee Stock Purchase Plan.

### Step 2

#### MEDALLION SIGNATURE GUARANTEE

All signatures must have a **Medallion Signature Guarantee** from a Commercial Bank, Trust Company, or Broker.

All existing registered owners must sign. Please sign the name **exactly** as it appears on the account.

Signature

Signature

Signature

I (we) irrevocably appoint \_\_\_\_\_ Attorney to transfer the said stock on the books of said Corporation with full power of substitution in the premises.

Date of Medallion

90674E(9/01)

**Step 3****NEW ACCOUNT INFORMATION**

Please check one box and provide all requested information (refer to instruction sheet for details).

**INDIVIDUAL**

Account to be established in an individual name only. Complete lines A, B &amp; E.

**JOINT**

Joint accounts will be presumed to be joint tenants unless restricted by applicable state law or otherwise indicated. Only one Social Security Number is required for tax reporting. Complete line A, B, C &amp; E.

**CUSTODIAL**

A minor is the beneficial owner of the account with an adult custodian managing the account until the minor becomes of age, as specified in the Uniform Gifts/Transfers to Minors Act in the minor's state of residence. Complete line A, B, C &amp; E.

**TRUST**

Account is established in accordance with provisions of a trust agreement. Complete lines A, B &amp; C (if applicable), D &amp; E.

**ESTATE**

Account is established in accordance with the instructions of the estate representative. Complete line A, B, C &amp; D (if applicable) &amp; E.

**\*Please use appropriate spacing when needed between information Social Security Number or Taxpayer Identification Number for New Account (one number per account)****A**

New owner / Custodian / Trustee / Executor / Heir First Name, MI, Last Name

**B**

Joint Owner / Minor / Second Trustee First Name, MI, Last Name

**C**

Joint Owner / Third Trustee First Name, MI, Last Name

Minor's  
State of  
Residency

Name of Trust / Estate of First Name, MI, Last Name

Date of Trust

**D**

Address

**E**

City State Zip Code

If you want to transfer shares to more than one owner, please include written instructions in the same format used in Step 3.

**Step 4****DISTRIBUTION OF SHARES TO NEW OWNER(S)**

The transfer agent will hold shares in statement form unless the box at the right is checked. (Refer to instruction sheet step 4 for details)

**THIRD PARTY MAILING ADDRESS** If you wish to have the share statement or stock certificate mailed to an address that is different from the new account's address, please provide the information below.

Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip Code \_\_\_\_\_

**Step 5****SUBSTITUTE W-9 FORM** Must be signed by NEW owner**Section A**

As a security holder of the above corporation, you are requested to sign and return this certification. Enter your correct Taxpayer Identification Number, sign and date Section C. Failure to provide your Taxpayer Identification Number will result in federal tax withholding of any dividend or sales proceeds.

**Taxpayer Identification Number**  
**Enter Taxpayer Identification Number**

The Taxpayer Identification Number for an individual is his/her Social Security Number. For Custodial Accounts provide the minor's Social Security Number.

**Section C**

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 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 a U.S. resident alien).

Signature

Date

Note: If you have been notified that you are subject to backup withholding due to notified payee underreporting, and if you have not received a notice from the IRS advising you that backup withholding has been terminated, strike out the language in Section C clause (2).