

# LETTER OF INSTRUCTIONS & IRREVOCABLE STOCK POWER FORM



## A. TRANSACTION TYPE: *(Select all that apply)*

☐ Private Sale    ☐ Inheritance    ☐ Gift    ☐ Move Certificate to Book Entry    ☐ Change Registration Name *(no change in beneficial owner)*

## B. STOCK DETAILS:

**Stock Class** *(select one):*

☐ Common Stock    ☐ Preferred Stock

**Number of shares to transfer:**

**The shares are** *(select all that apply):*

☐ Certificated    ☐ Book Entry  
☐ The certificate(s) are lost. An Affidavit of Loss is attached.

## C. COST BASIS INFORMATION: *(select one)*

☐ Move cost basis. There is no change in beneficial ownership.  
☐ The date of sale was \_\_\_\_/\_\_\_\_/20\_\_\_\_ for \$\_\_\_\_ per share.  
☐ The date of gift was \_\_\_\_/\_\_\_\_/20\_\_\_\_.  
☐ The date of death was \_\_\_\_/\_\_\_\_/20\_\_\_\_.

*Note: If this section is not completed correctly, all qualified transfers will be treated as gifts as of the effective date of the transfer. The value as of the date of gift or death will be used for gifts and inheritances.*

## D. CURRENT SHAREHOLDER INFORMATION:

**Current registration name** *(exactly as appears on statement or certificate):*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Primary EIN/SSN:**

**Joint SSN** *(if applicable):*

**Phone:**

**Email:**

**Address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## E. NEW SHAREHOLDER INFORMATION: *(if applicable)*

**New registration name** *(this will appear on the statement or certificate):*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Primary EIN/SSN:**

**Joint SSN** *(if applicable):*

**Phone:**

**Email:**

**Address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## F. HOW TO DELIVER SHARES: *(select one)*

☐ Send a **certificate**. *(2-5 day shipping with tracking.)*  
☐ Send a statement representing **book-entry shares**. *(To be mailed if a valid email is not provided.)*  
☐ See special instructions below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*\*Any shares remaining in the same name will be kept in a book-entry position unless otherwise noted in the special instructions.*

## G. SIGNATURE(S): This section must be signed by the current shareholder for a transfer to be executed.

**Date:** \_\_\_\_\_ **Printed name** (and title if applicable): \_\_\_\_\_

*Reserved for Medallion Guarantee Stamp  
& Guarantor's Signature*

**Current shareholder signature:**

X

**Printed joint name** (and title if applicable): \_\_\_\_\_

**Joint shareholder signature:**

X

NOTE: A Medallion Signature Guarantee stamp is NOT required for Restricted Legend Removals or if the shares are staying in the exact same name. For all other transfers, the stamp is required, & the original form must be mailed to ClearTrust. If a stamp is required, the guarantee stamp must be provided by an Eligible Financial Institution or member of a registered National Securities Exchange approved by the Securities Transfer Association, Inc. pursuant to Securities and Exchange Commission Rule 17Ad-15. No other form of signature guarantee will be accepted.

# How To Complete This Form

Send original completed page 1 to ClearTrust at 16540 Pointe Village Dr, Ste 205, Lutz, FL 33558. It is advisable to send any original certificates via registered mail, insured for 2.5% (4.5% foreign) of its market value. If you need additional assistance, please email [inbox@cleartrusttransfer.com](mailto:inbox@cleartrusttransfer.com) or call 813-235-4490. If this form is not completed properly, ClearTrust will not be able to complete your request and it may be rejected back to you.

## Section A: Transfer Type

Section A lets us know what type of transaction you are requesting. Please place a check mark on each box that applies. You must check at least one box.

- Check **Private Sale, Gift, or Inheritance** if you are requesting to transfer shares to someone else. Example: John Smith is selling shares to Jane Doe. John would check this box.
- Check **Move Certificate to Book Entry** if you are requesting your certificate(s) be transferred into a book-entry position. Book shares are shares that are held electronically in your name.
- Check **Change Registration Name** if you are changing the name the shares are held in, but the beneficial ownership is staying the same. For example, John Smith transfers the shares to John Smith, Trustee of the Smith Family Trust dtd 01/01/2001.

## Section B: Stock Details

Section B lets us know which shares should be transferred. Please fill in the total number of shares to be transferred and check the boxes that describe the shares.

## Section C: Cost Basis Information

Cost basis is only required for stock that was acquired AFTER 12/31/2010 *and* if the beneficial owner is changing. Federal tax rules require Transfer Agents to provide Brokers the original acquisition value of the shares. The information provided in this section will be delivered to the broker when the shares are deposited into a brokerage account. If this section is not completed properly, the transfer will be treated as Gift, 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. If the sale or gift date is left blank, the date of transfer will be used. We recommend that you consult with your tax advisor regarding the tax implications of each type of transfer. The cost basis information can be updated after the transfer has been completed by written instructions.

## Section D: Current Owner Information

Section D lets us know the *current* shareholder's information. For example, if John Smith wants to transfer his shares to Jane Doe, John Smith's information should be entered in Section D.

Please note that if the Current Shareholder Name or Taxpayer Identification Number/Social Security Number provided does not match our records, we may not be able to complete your request and may reject it back to you.

## Section E: New Account Information

Section E lets us know to whom you are transferring the shares. If you are transferring shares to multiple new accounts, please enclose an attachment listing the information required in Section E for each additional new account. Please include the shareholder's full name, address of record, and taxpayer identification number or social security number. If the shares are being transferred to a joint account, please provide the type of registration. Frequently used account registration types are:

JT TEN = Joint Tenants	UGMA = Uniform Gift to Minors Act
JTWROS = Joint Tenants With Rights of Survivorship	UTMA = Uniform Transfers to Minors Act
TEN COM = Tenants in Common	T/O/D = Transfer on death registration allows you to pass the
TEN ENT = tenants by entirety (only husband and wife)	securities you own directly to another person or entity (your
COMM PROP = community property (only husband and wife,	"TOD beneficiary") upon your death without having to go
only available in some states)	through probate.

## Section F: Delivery Instructions

Section F lets us know how you want the shares delivered. If you or the new shareholder want the shares delivered to an address other than their address of records, please select Special Instructions and write in the delivery address.

## Section G: Signature(s)

Section G allows the current shareholder to endorse the transfer. The current shareholder listed in Section D must sign and print his/her name. If the current shareholder is a joint account, both individuals must sign and print their names. If the current shareholder is an entity, the authorized signatory of the entity must sign and print his/her name and title.

A Medallion Signature Guarantee stamp is required when the name the shares are registered in is changing *in any way*. This includes cancellations, and transfers due to name changes, gifts, sales, and inheritances. Most banks and brokerage firms provide this stamp. They may require proof of ownership and identification before they will witness your signature and stamp the form. We recommend you contact your bank or broker ahead of time for to learn their procedures.

## FAQ - Frequently asked questions about transferring stock

### **How do I find the current balance?**

If you own certificates, the number of shares owned is printed on the front of each certificate. If the shares are held electronically, please refer to the most recent statement for the current account balance. If you do not have a statement or know how the shares are held, please contact ClearTrust for further instructions.

### **What if I can't find the certificates?**

The stock certificates will need to be replaced before a transfer is completed. There may be a fee or additional documents required to replace lost certificates, including a surety bond. For more information please contact ClearTrust at 813-235-4490.

### **Should I sign the back of the certificates?**

For security purposes, we recommend you do not sign the back of the stock certificates. If transferring shares, your endorsement should be made in Section G.

### **What is a Medallion Signature Guarantee?**

A Medallion Signature Guarantee is a stamp from an eligible Guarantor Institution, such as a bank or a brokerage. To get the stamp, you will need to bring the Stock Power Form to the eligible Guarantor and complete Section G in their presence. We suggest contacting your Guarantor Institution for their stamp requirements. Please note the stamp must be legible and may not be dated or annotated (noted). A Notary Seal is not a substitute for a Medallion Signature Guarantee.

### **How do I transfer shares if I live outside the United States?**

If you live outside the United States and are unable to obtain a Medallion Signature Guarantee, please contact us for further instructions.

### **What are the different ways I can register my stock?**

Shareowners have a number of ways to register their stock. Some of the more common types of ownership are listed below.

**Individual:** Only one individual name is listed on the account. Upon the death of the individual the shares are subject to probate proceedings.

**Joint Tenant:** Two or more individuals are listed on the account. Upon the death of one joint owner, the survivors are entitled to the shares.

**Tenants by the Entirety:** A form of ownership recognized by certain states as an appropriate form of registration for a married couple. Upon the death of one spouse, the survivor is entitled to the shares.

**Tenants in Common:** A form of ownership where two or more individuals are listed on the account. Each tenant owns an undivided interest. Upon the death of one tenant, the decedent's ownership passes to the heirs of the decedent's estate and not the surviving owners on the account.

**TOD Beneficiary (Transfer on Death):** A form of individual or joint tenant ownership where a beneficiary has been designated. Only one beneficiary can be designated per account registration. Upon the death of the security owners, the ownership passes to the TOD beneficiary. TOD is not offered outside of the United States.

**Custodial:** A form of ownership that can be established for a minor who has not reached the age of majority as defined by the laws of their state of residence. We do not recommend registrations in a minor's name alone. A custodial registration may be created under the Uniform Transfer to Minors Act (UTMA) for their state. UTMA has replaced the Uniform Gift to Minors Act (UGMA) in most states for new accounts.

**Trust:** A form of ownership governed by a trust agreement created during the lifetime of a grantor or created under a decedent's will. The account registration must include the names of the Trustees, the name of the Trust, and the date of the Trust. The date must be the original Trust date and not an amendment date. A date will not be applicable for a Trust which falls under a will.

**Estate:** A registration used by the court-appointed executor or personal representative for the decedent's estate. The registration must include the name of the executor or personal representative and the name of the estate. The representative listed on an estate registration has the authority to make changes and perform transactions on the account. Example: John Smith Executor for the estate of Jane Smith.

### **Can I add a beneficiary to my account?**

You can choose a TOD Beneficiary (Transfer on Death) registration which will allow a beneficiary to be named.

**If I have changed my name, how do I change my registration?**

To change the name on the account, complete the Stock Power Form to create a new account. While getting a Medallion Signature Guarantee in Section G, please sign your name as listed on the current account, and sign again using your new name, adding “now known as.” Example: Jane Doe, now known as Jane Smith.

**How do I correct an error in my registration?**

You can correct the name on the account by completing the Stock Power Form. While getting a Medallion Signature Guarantee in Section G, please sign your correct name, and again as listed on the current account, adding “incorrectly registered as.” Example: Jane Doe incorrectly registered as Janey Doey.

**How do I transfer shares when one or more of the Shareowners are deceased?**

While getting a Medallion Signature Guarantee stamp in Section G, the legal representative for the estate will sign and list their title. The new account name and registration may be entered in Section E on the Stock Power Form. When required by the state where the decedent lived, we will also need an Inheritance Tax Waiver.

**What is an Inheritance Tax Waiver, and where do I get one?**

An Inheritance Tax Waiver is a document issued by the state certifying the estate tax or inheritance tax has been paid or waived by the state. If the decedent was a legal resident of Puerto Rico or one of the states listed below, a Tax Waiver form may be required. To confirm if you will need a Tax Waiver or to get the form, please contact the tax agency of the decedent’s state of residence.

**Will account features I have previously selected automatically carry over from the old account to the new account?**

When a new account is created, the features on the previous account will not be transferred. If you have dividends deposited automatically into a bank account, this will need to be added to your new account. You may request information or enrollment forms for the new account by sending a written request with your transfer paperwork.

**Can I fax or email the Medallion Guaranteed Stock Power Form?**

The original stock power form and any original stock certificates must be mailed into our office. We are unable to accept faxed copies or emails. The signatures and the Medallion Signature Guarantee stamp must be original.

**Will you return the paperwork?**

The paperwork submitted for a transfer is not returned. However, if an original death certificate is furnished, it will be returned to you and we will retain a copy.

**How will I know when the transfer is completed?**

When the transfer has been completed, the new certificate (s) or book entry statement(s) is sent to the new owner(s) showing the credit of shares.