

# Stock Power/Transmittal Guide

The Stock Power/Transmittal form is used to facilitate the re-registration of your registered shares held at Transfer Online. Stock Power/Transmittal form must be completed, signed, and returned to Transfer Online.

Section	What to Complete	Notes
Section A: Tell Us About Your Holdings	Provide your TOL Account Number, Company Name, and current Registration Name as it appears on your Physical Certificate or Book-Entry.	This information can be found in your Book-Entry or Holding Statement.
Section B: Number of Moving Shares	Enter the number of shares to be re-registered and provide the Certificate Number or Book-Entry Number.	Required
Section C: Transfer Reason	State the reason for the transfer. If for sale, include the amount paid and effective date of sale. If not a sale, enter "N/A."	Indicate whether you are requesting a Physical Certificate or Book-Entry.
Section D: Medallion Guarantee	Obtain a Medallion Signature Guarantee from your bank or financial institution.	Required
Section E: Assignee (Receiver)	If the receiving party already has a TOL account, provide their TOL Account Number.	Leave blank if not applicable
Section F: Ownership Type	Select the appropriate Non-Custodial or Custodial ownership option.	Required
Section G: New Owner Information	Provide full details for the new registered owner(s) or entity.	Additional Page 2 forms required for multiple owners/entities
Section H: Transfer on Death	Complete only if you selected Transfer on Death under Non-Custodial ownership.	Optional
Section I: Taxpayer Certification	Each new owner/entity must certify their Taxpayer ID (Substitute Form W-9).	Required

### Stock Power/Transmittal

#### Section A: Tell us about the account you are transferring from (One form per company)

\_\_\_\_\_ (TOL Account Number) \_\_\_\_\_ (Company of stock to be transferred)

\_\_\_\_\_ (Current Registration Name)

Please print the full registration/names/ownership title as it reads on statements and/or certificates.

#### Section B: Tell us about the shares you would like to transfer

Transfer **ALL** shares

Transfer **Partial** shares

I/We hereby request the transfer of \_\_\_\_\_ shares from  
(Number of Shares)

book entry/certificate number(s) \_\_\_\_\_  
(Book Entry/Certificate Number)

#### Section C:

Transferred for: \_\_\_\_\_  
(Sale, Gift, Debt, Death, or Other (please Explain))

For the amount of (If Applicable) \$ \_\_\_\_\_, on the date of \_\_\_\_\_  
as a (Please select one)  Physical Certificate  Book (Electronic)

#### Section D: Medallion Signature Guarantee

All current owners or authorized individual(s) must sign their name and have the signature guaranteed by a member of a Medallion Stamp Program. An authorized individual must write their capacity (title) in the space below. The Medallion Guarantor may require additional documentation. The undersigned does (do) irrevocably constitute and appoint Equiniti Trust Company attorney to transfer the said stock on the books of said Company with full power of substitution in the permises. Medallion Signature Guarantees can be obtained from financial institutions, including commercial banks, brokers, and credit unions. (See the FAQ Medallion Signature Guarantee for more information)

Signature of all registered owners or legal representatives

X \_\_\_\_\_

X \_\_\_\_\_

Title of Legal Representatives, if applicable:

X \_\_\_\_\_

Note to Guarantor: Medallion Stamp must be fully legible and must **NOT** be dated or annotated.

**Section E: Tell us about the account you want the shares transferred to** (An additional page is needed for each transfer)

If you are transferring to an existing account, enter the account number: \_\_\_\_\_ (TOL Account Number)

**Section F: Who are the shares going to (New Registration Name/Entity)**

\_\_\_\_\_ A.Non-Custodial Ownership \_\_\_\_\_

- Individual
- Joint Tenant (with rights of survivorship)
- Transfer On Death (Optional designation of beneficiaries)
- Tenant In Common
- Community Property
- Uniform Gift/Transfer To Minors (UGMA/UTMA)  
Under the UGMA/UTMA of the State of \_\_\_\_\_.
- Trust (Include trust certification naming the trust and authorized trustees/successor trustees)
- Corporation Or Partnership (Include Corporate Resolution or Partnership Agreement naming authorized signatories)
- Other \_\_\_\_\_ (Include title and signature pages)

\_\_\_\_\_ B.Custodial Ownership \_\_\_\_\_

- Traditional IRA
  - Roth IRA
  - Third Party Administered Custodian Plan
  - Other \_\_\_\_\_
- Name of Custodian \_\_\_\_\_
- Mailing Address \_\_\_\_\_
- City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- Custodian Information (To be completed by Custodian)
- Custodian Tax ID # \_\_\_\_\_
- Custodian Account # \_\_\_\_\_
- Custodian Phone # \_\_\_\_\_

**Section G: New Owner/Trustee Information**

Name of Owner/Entity	SSN/TIN	Date of Birth	
Name of Joint Owner/Trustee	SSN/TIN	Date of Birth	
Residential Address	City	State	Zip
Mailing Address (if different from above)	City	State	Zip
Phone Number	Email		

**Section H: Transfer on Death Beneficiary Information** For individual/joint accounts (with rights of survivors only)  
 The TOD does not take effect until the last of all multiple owners die. The surviving owners may revoke or change the TOD designation at any time.

A guardian's name is required to assign any minor as a TOD beneficiary. Not applicable to investors residing in Louisiana.

\_\_\_\_\_  
 First Name      MI      Last Name      SSN      DOB      \_\_\_Primary    \_\_\_Secondary    \_\_\_%

\_\_\_\_\_  
 First Name      MI      Last Name      SSN      DOB      \_\_\_Primary    \_\_\_Secondary    \_\_\_%

\_\_\_\_\_  
 First Name      MI      Last Name      SSN      DOB      \_\_\_Primary    \_\_\_Secondary    \_\_\_%

\_\_\_\_\_  
 First Name      MI      Last Name      SSN      DOB      \_\_\_Primary    \_\_\_Secondary    \_\_\_%

**Section I: Required:** (Any unsigned Substitute W-9 will be rejected) You may also submit a W-9

**Certification of Tax Payer Id (Substitute Form W-9)**

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 (defined below); 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. See the instructions for Part II, later.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_