



Legal Transfer Form Domestic Shareholders

Save Time - Start or Track Your Transfer Online:
[Investor.broadridge.com](https://investor.broadridge.com) | Scan the QR code

Dear Shareholder,

Thank you for contacting Broadridge Corporate Issuer Solutions regarding a transfer of shares. This package includes the form and instructions needed to complete your request.

Use this form to:

- Transfer shares to another person, trust, or add a Transfer on Death beneficiary
- Change your registration, such as adding or removing an owner, moving shares to or from a trust, removing a custodian, or changing a name
- Transfer shares after the death of an owner

Do not use this form to move shares to or from a brokerage account. Your broker must initiate that transfer. Provide your broker with our DRS number 7824 and a copy of your statement. To get a copy, visit investor.broadridge.com or scan the code above.

Before you mail your request, choose one of the following options:

Option 1 — Submit with a Medallion Signature Guarantee (MSG)

For most transfers submitted with a valid MSG, backup legal documents are not required.

Option 2 — Request an MSG Waiver for Accounts Valued Under \$10,000

If eligible, you may request an MSG waiver instead of providing an MSG. To do so, mail:

- A \$100 non-refundable check or money order in USD payable to Broadridge
- A valid government-issued photo ID with signature
- The required legal documents listed on the enclosed Medallion Signature Guarantee Waiver Requirements page

Deceased Owner Transfers

The following documents are required for all deceased owner transfers, whether submitted with an MSG or under the MSG waiver option:

- Affidavit of Domicile
- Inheritance Tax Waiver, if required by the decedent's State of residence (see *FAQ item #7 for details*)

Steps to Complete Your Transfer

Step 1 - Complete the enclosed **Legal Transfer Form** (pages 1 & 2)

Each current holder or authorized representative must sign (Executor, Trustee, etc.)

Step 2 - Submit your request with the IRS Form W-9 and either:

- a valid MSG, or
- an MSG waiver request for eligible accounts valued under \$10,000, with the required documents and \$100 fee

Step 3 - For deceased owner transfers, include the documents listed above.

Step 4 - Mail your complete package to the address below. Most transfers are completed within **5-10 business days** after all documents are received in good order. A confirmation statement will be sent to the new holder after the transfer is complete. **Please keep copies of all documents for your records. Documents submitted with your request will not be returned.**

For assistance, please contact us via online chat, email, or phone, and visit our website at shareholder.broadridge.com/bcis for additional information.

Regular Mail:

Broadridge Corporate Issuer Solutions
P.O. Box 1342
Brentwood, NY 11717-0718

Overnight Mail:

Broadridge Corporate Issuer Solutions
Attn: BCIS IWS
51 Mercedes Way
Edgewood, NY 11717-8368

Scan QR code for
quick video tutorial



Affidavit of Domicile

Broadridge Corporate Issuer Solutions
P.O. Box 1342
Brentwood, NY 11717-0718



Legal Transfer Form - Appendix A

Do not submit this form for a living-owner transfer or by itself. Use this form only for transfers involving a deceased shareholder. Return it with a completed Legal Transfer Form and, if required by the decedent's state of residence, an Inheritance Tax Waiver. A notary stamp is required.



State of: _____ County of: _____

Name of Stock (Issuer): _____

Name(s) on the Account: _____

Deceased Holder's Tax Identification Number (TIN) or Social Security Number: _____

I/We, the undersigned _____ being duly sworn, depose and say that (I/We) reside
(signatory's name)

at _____ in the state of _____ and am/are
(mailing address)

(describe your status such as Executive Administrator, Survivor in Joint Tenancy, if a corporate fiduciary, show title of affiant and name of corporation)

of _____
(deceased shareholder's name)

who died on the _____ day of _____, 20 _____ that at the time of death the

domicile (legal residency) of said decedent was at _____
(deceased shareholder's address at time of death)

County of _____, State of _____ that the decedent resided at

such address for _____ years prior to death and was not a resident of any (other) State within the United States of America at the time of death.

That any and all debts, taxes, legacies, and claims against the estate have been paid or provided for; that this affidavit is made for the purpose of securing the transfer or delivery of property owned by the decedent at the time of his/her death to a purchaser or the person or persons legally entitled thereto under the laws of the decedent's domicile; and that any apparent inequality in distribution has been satisfied or provided for out of other assets in the estate.

Signature(s): (Executor, Administrator, or Survivor)

Place Notary Seal Here

Signature

Signature of co-executor

Capacity Line*

*The authorized person(s) must sign in his/her legal capacity.
(Example: Executor, Trustee, Power of Attorney)

Notary Signature

Sworn to before me, a notary public, this _____ Day of _____, 20 _____

Notary Public Commission Expires: _____

Frequently Asked Questions (FAQs)

Use this page to guide you through common questions when completing your Legal Transfer Form.

1. What is a Medallion Signature Guarantee (MSG)?

An MSG is a stamp or seal that verifies the authenticity of a signature when transferring securities. It confirms the signer's identity and authority to act. You can obtain an MSG at most banks, credit unions, or brokerage firms that participate in a Medallion Program. A notary or embassy seal will not be accepted.

2. How do I get a Medallion Signature Guarantee?

Financial institutions, such as your bank or broker, may ask for photo identification, proof of ownership for the shares, and documents showing your legal authority to act, such as estate or trust papers. If you are not a customer, call ahead to confirm the service is offered.

3. Do I need to send additional documents if I have a Medallion Signature Guarantee?

If you are an existing shareholder transferring shares, the only additional document needed is a completed IRS Form W-9 to certify the new account. For a deceased shareholder transfer, a notarized Affidavit of Domicile and, if required by the decedent's state of residence, an Inheritance Tax Waiver Form obtained from the state's tax agency.

4. What is the Medallion Waiver Option?

If the account value is under \$10,000, you may skip the MSG requirement by enclosing a \$100 non-refundable check or money order in USD payable to Broadridge and a copy of a valid photo ID such as a driver's license or passport. Transfers of \$10,000 or more require an MSG.

5. Do I need extra documents if I use the Medallion Waiver Option?

Yes. Because the Medallion Signature Guarantee is being waived, you must include paperwork that proves your authority to act or supports the reason for the transfer. Requirements depend on your situation. Please refer to the enclosed Medallion Signature Guarantee Waiver Requirements page within this package for details.

6. What is an Affidavit of Domicile?

It's a notarized form declaring the deceased holder's legal residence at the time of death. A blank Affidavit of Domicile is included in this package. Complete and notarize it before submitting your transfer request. This form is only for transfers involving a deceased shareholder. Return it with a completed Legal Transfer Form and, if required by the decedent's state of residence, an Inheritance Tax Waiver Form. Do not submit it alone or for a living-owner transfer.

7. What is an Inheritance Tax Waiver and when is it needed?

Some states require this form before assets can be transferred. It can be obtained from the tax agency in the decedent's state of residence. If the state doesn't require it, include only the Affidavit of Domicile. States that may require it include Alabama, Hawaii, Illinois, Indiana, Missouri, Montana, New Jersey, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, and Tennessee.

8. What if my name has changed?

Provide a copy of your marriage certificate, divorce decree, or a court order confirming the new name. If you use the waiver, also attach your photo ID showing the updated name.

9. What if I can't find my stock certificate?

Contact us before submitting your request. We'll confirm you have stock certificates and explain how to replace them and the bonding process needed. Only original certificates can be accepted for transfer.

10. How long does it take to process my transfer?

Most transfers are completed within 5 to 10 business days once all required documents are received in good order. We will contact you should any additional information or documentation be required.

11. Will my dividend or direct-deposit settings carry over?

No. Dividend elections and direct deposit instructions do not automatically carry over to the new account. If offered by the issuer, you may elect 100% dividend reinvestment on page 2 of the Legal Transfer Form. Other changes can be made after the new account is created and you receive a statement with the new account number. To make changes online, you must first create a profile at shareholder.broadridge.com.

12. How can I get more help?

Visit shareholder.broadridge.com for instructions, current forms, and additional help. For the fastest assistance, please use the chat feature. Additional contact information may be available on the website based on the issuer.

13. Will my documents be returned?

No. Please keep copies of all documents for your records. Documents submitted with your request will not be returned.

Medallion Signature Guarantee Waiver Requirements

FOR TRANSFERS VALUED AT \$10,000 OR LESS, THE MEDALLION SIGNATURE GUARANTEE MAY BE WAIVED IF THE FOLLOWING REQUIREMENTS ARE MET AND DOCUMENTS ARE SUBMITTED IN GOOD ORDER. AVAILABLE FOR US RESIDENTS ONLY.

Check or money order payable to Broadridge: USD \$100

TRANSFER TYPE	REQUIREMENTS
NAME CHANGE (single owner or joint account)	<input type="checkbox"/> Signatures of all registered owners on the Legal Transfer Form. <input type="checkbox"/> \$100 non-refundable check or money order in USD payable to Broadridge. <input type="checkbox"/> Copy of valid government-issued photo identification with a signature, such as a driver's license or a passport. <input type="checkbox"/> Proof of name change: certified marriage certificate, divorce decree, or court order for a complete name change.
DECEASED OWNER (single owner or joint account)	<input type="checkbox"/> Signatures of all registered owners on the Legal Transfer Form. <i>If registered owner(s) is/are deceased, a legal representative (executor, administrator, or personal representative) may sign if they state legal capacity with their signature.</i> <input type="checkbox"/> \$100 non-refundable check or money order in USD payable to Broadridge. <input type="checkbox"/> Copy of valid government-issued photo identification with a signature, such as a driver's license or a passport. <input type="checkbox"/> Copy of death certificate(s). <input type="checkbox"/> Inheritance Tax Waiver (if required by the state the decedent lived). <input type="checkbox"/> Certificate of Appointment dated within 90 days (6 mos NY, 1 year CT) (or Small Estate Affidavit of the state in which the shareholder was domiciled).
TRUSTEE(S), CO-TRUSTEE(S), OR SUCCESSOR TRUSTEE(S)	<input type="checkbox"/> Signatures of all named trustees listed on the account. <i>If named trustees are either deceased or have resigned, successor trustee(s) should sign.</i> <input type="checkbox"/> \$100 non-refundable check or money order in USD payable to Broadridge. <input type="checkbox"/> Copy of valid government-issued photo identification with a signature, such as a driver's license or a passport. <input type="checkbox"/> Copy of death certificate for any named trustee or grantor who is deceased. <input type="checkbox"/> Certified copy of Trustee Amendment (transfer due to death or resignation of trustee).
MINOR HAS REACHED AGE OF MAJORITY	<input type="checkbox"/> Signature of the former minor named on the registration on the Legal Transfer Form. <input type="checkbox"/> \$100 non-refundable check or money order in USD payable to Broadridge. <input type="checkbox"/> Copy of valid government-issued photo identification such as a driver's license, passport, or military ID showing proof the minor has reached age of majority, with a signature.
TRANSFER BY TOD BENEFICIARY	<input type="checkbox"/> Signature of the named TOD beneficiary on the Legal Transfer Form. <i>If the named TOD beneficiary is deceased, an executor, administrator, or personal representative of the beneficiary's estate (if the death occurred after the owner) or the shareholder's estate (if the death occurred before the owner) may sign and must state legal capacity with the signature. Note – ineligible for waiver if TOD registered per stirpes.</i> <input type="checkbox"/> \$100 non-refundable check or money order in USD payable to Broadridge. <input type="checkbox"/> Copy of valid government-issued photo identification with a signature, such as a driver's license or a passport. <input type="checkbox"/> Copy of death certificate(s). <input type="checkbox"/> Inheritance Tax Waiver (if required by the state the decedent lived).
GENERAL TRANSFER FOR REGISTERED OWNER	<input type="checkbox"/> Signatures of all registered owners on the Legal Transfer Form. <input type="checkbox"/> \$100 non-refundable check or money order in USD payable to Broadridge. <input type="checkbox"/> Copy of valid government-issued photo identification with a signature, such as a driver's license, passport, or military ID.

Note: If your transfer type is not listed, your transfer may still be eligible for medallion signature guarantee waiver. Please submit your signed Legal Transfer Form along with a \$100 non-refundable check or money order in USD payable to Broadridge, copy of valid government-issued photo ID, and supporting documentation; we will review your request on a case-by-case basis.

Sale Request After Transfer Form (optional)

Please complete and return this optional form with your transfer documents **ONLY** if the new owner wants to sell shares after the transfer is completed. **This form must be completed and signed by the new owner or authorized signer for the new owner.** If the new owner is an entity, the authorized signer must obtain a Medallion Signature Guarantee.

If you do not want to sell shares, no action is required and this form does not need to be returned.

NEW OWNERS INFORMATION
Social Security or Tax ID number on the new account: _____ Names on the new account to be sold: _____ _____ Company: (Example: XYZ Company) _____

SALE SPECIFICS		
Sell this number of shares: OR <input type="checkbox"/> Sell ALL shares and close account. (no additional boxes should be checked)		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Plan Shares (Example: 123.44) _____ </td> <td style="width: 50%; border: none;"> Book Entry Shares (Whole Shares) (Example: 123.44) _____ </td> </tr> </table>	Plan Shares (Example: 123.44) _____	Book Entry Shares (Whole Shares) (Example: 123.44) _____
Plan Shares (Example: 123.44) _____	Book Entry Shares (Whole Shares) (Example: 123.44) _____	

AUTHORIZED SIGNATURE
<p>The signature of all owner(s)/authorized parties is required to process this transaction:</p> <p>I/We (the undersigned), as a participant in the sales program administered by Broadridge, acknowledge that Broadridge is acting on behalf of the participating company, is not acting as a broker-dealer, and will not execute any sale on behalf of participants. Rather, Broadridge will forward requests to sell such shares to a broker-dealer appointed by Broadridge, including possibly a broker-dealer affiliated with Broadridge, who will execute the transaction. The broker-dealer will sell the shares on the open market pursuant to the terms of the controlling sales program document. The price per share for the shares sold will reflect transaction fees and brokerage commissions and the actual price will be determined pursuant to the sales program document. In general, sales are made at least once a week. Depending on the number of shares being sold and current trading volume in the shares, sales may be executed in multiple transactions and may be traded on more than one day. The selling price will not be known until the sale is complete. Broadridge will not be liable for any losses or liability incurred by participants arising from, related to, or in connection with the administration of the sales program or Broadridge's actions or non-actions with respect to the sales program, and participant shall indemnify and hold harmless Broadridge from all losses and liabilities incurred by Broadridge. If you choose to sell registered shares through the sales program, unlike a stock brokerage account, the timing, pricing, and manner of sales through the sales program will be subject to the provisions of the sales program and will be outside your control.</p> <p>The signature(s) below indicate that I/we have read the company's respective plan document and agree to its terms.</p>

Signatures on Behalf of a Business Entity: You must obtain a Medallion Signature Guarantee stamp. After your signature, enter your title (e.g., John Smith, President, or Jane Smith, Power of Attorney). If the names on the account need to be changed, or if a registered owner is deceased, a transfer must be completed.

NEW OWNER SIGNATURE: _____

Title: _____

NEW OWNER SIGNATURE: _____

Title: _____

Daytime Telephone Number: _____

Email: _____

Medallion Signature Guarantee. Note to Guarantor: Medallion stamp must be fully legible and must not be dated or noted.