



Legal Transfer Form International Shareholders

Save Time - Start or Track Your Transfer Online:
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.

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.)

Scan QR code for
quick video tutorial



Step 2 - Include a valid Medallion Signature Guarantee and IRS Form W8BEN or other applicable tax form.

Step 3 - If this is a deceased owner transfer involving a deceased owner who was not a U.S. resident or U.S. citizen, also send one of the following:

- a Federal Transfer Certificate from the U.S. IRS, if required, or if applicable
 - a notarized letter signed by the estate representative stating that:
 - the deceased owner was not a U.S. citizen or resident at the time of death
 - the death occurred on or after January 1, 1977
 - the gross value of the deceased owner's U.S. estate at the date of death did not exceed USD \$60,000

For more information about Federal Transfer Certificate requirements, visit irs.gov.

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

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)

(Rev. October 2021)

▶ For use by individuals. Entities must use Form W-8BEN-E.

OMB No. 1545-1621

Department of the Treasury
Internal Revenue Service

▶ Go to www.irs.gov/FormW8BEN for instructions and the latest information.

▶ Give this form to the withholding agent or payer. Do not send to the IRS.

Do NOT use this form if:

Instead, use Form:

- You are NOT an individual W-8BEN-E
- You are a U.S. citizen or other U.S. person, including a resident alien individual W-9
- You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services) W-8ECI
- You are a beneficial owner who is receiving compensation for personal services performed in the United States 8233 or W-4
- You are a person acting as an intermediary W-8IMY

Note: If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

Part I Identification of Beneficial Owner (see instructions)

1 Name of individual who is the beneficial owner		2 Country of citizenship	
3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.			
City or town, state or province. Include postal code where appropriate.		Country	
4 Mailing address (if different from above)			
City or town, state or province. Include postal code where appropriate.		Country	
5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)			
6a Foreign tax identifying number (see instructions)		6b Check if FTIN not legally required <input type="checkbox"/>	
7 Reference number(s) (see instructions)		8 Date of birth (MM-DD-YYYY) (see instructions)	

Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)

9 I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.

10 **Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income): _____

Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: _____

Part III Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named on line 1 of this form is not a U.S. person;
- This form relates to:
 - (a) income not effectively connected with the conduct of a trade or business in the United States;
 - (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;
 - (c) the partner's share of a partnership's effectively connected taxable income; or
 - (d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1446(f);
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. **I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.**

Sign Here I certify that I have the capacity to sign for the person identified on line 1 of this form.

Signature of beneficial owner (or individual authorized to sign for beneficial owner) Date (MM-DD-YYYY)

Print name of signer

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-8BEN to certify the new account. For a deceased shareholder transfer, a Federal Transfer Certificate (IRS Form 706-NA) maybe required. Please visit irs.gov for more information. There is an alternative if certain qualifications are met. See FAQ #4 below.

4. What is a Federal Transfer Certificate and when is it needed?

A Federal Transfer Certificate is a document issued by the U.S. Internal Revenue Service (IRS) that may be required for certain deceased owner transfers involving a non-U.S. resident and non-U.S. citizen. If it is not required, we may accept a notarized letter signed by the estate representative stating that:

- the decedent was not a U.S. citizen or resident at the time of death
- the death occurred on or after January 1, 1977
- the gross value of the decedent's U.S. estate at the date of death did not exceed US\$60,000

For more information, visit irs.gov.

5. What tax certification form should international shareholders submit with a transfer request?

Most international shareholders should submit IRS Form W-8BEN. If a different W-8 form applies to your account type or tax status, submit the appropriate IRS form with your request. This form helps determine the correct tax withholding for the account. If you are unsure which form to provide, consult your tax advisor.

6. What if my name has changed?

Provide a copy of your marriage certificate, divorce decree, or a court order confirming the new name.

7. 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.

8. 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.

9. 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.

10. 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.

11. Will my documents be returned?

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

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 Sell **ALL** shares and close account.
(no additional boxes should be checked)

Plan Shares
(Example: 123.44)

Book Entry Shares
(Whole Shares)
(Example: 123.44)

AUTHORIZED SIGNATURE

The signature of all owner(s)/authorized parties is required to process this transaction:

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.

The signature(s) below indicate that I/we have read the company's respective plan document and agree to its terms.

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.