



Account Maintenance Form

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

Dear Shareholder,

Thank you for reaching out to Broadridge Corporate Issuer Solutions. Enclosed is the form that can be used for various requests, including obtaining statements and tax documents, requesting replacement checks, or updating your address and contact information. However, we highly recommend utilizing our online services for a faster and more secure experience.

For expedited processing and enhanced security, please visit our Shareholder Portal at shareholder.broadridge.com/vrts.

Why Use Our Online Services?

- **Convenience:**
Online submissions can be completed from anywhere with internet access, eliminating the need to visit a post office or other physical location. Additionally, our online platform offers 24/7 availability, allowing users to make changes at their convenience outside regular business hours.
- **Enhanced Security:**
Ensure your information is securely transmitted and processed. Our secure online platform provides better protection against loss or unauthorized access compared to physical mail, through email encryption, and other security measures.
- **Accessibility:**
Our online platform is fully ADA compliant. Additional external software and features such as language translation, screen readers, and other accessibility tools can be implemented by users with various needs.

Things to Remember if Mailing the Form:

- Make sure the form has all required signatures. For joint tenant registrations, both shareholders must sign. If signing on behalf of the shareholder, include your title (e.g., POA, Custodian, Executor) and the appropriate supporting documentation.
- Be aware of any fees related to replacement checks as per your plan documentation.
- Retain copies of all documents for your records.

Alternate Submission Options:

If you prefer not to use our expedited online services and choose to mail your form, please send it to the following address:

Regular Mail

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

OR

Overnight Mail

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

If you have any questions regarding your shareholder account, please contact us at:

Telephone Numbers: (866) 205-7273 or (413) 775-6091 - 8:30AM-6PM ET (Mon-Thurs), 8:30AM-5:00PM ET (Fri)

E-mail: shareholder@broadridge.com

Sincerely,

Shareholder Communications
Broadridge Corporate Issuer Solutions

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



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1. 1099 ☐ DIV ☐ B
For Tax Year: _____

2. Statement ☐BOOK* ☐PLAN** ☐CERTIFICATE

For Period: _____

**Dividend Re-Investment, Employee Stock Purchase Plan, etc.

3. Please replace the following un-cashed check(s):
There may be a fee associated with this transaction.
☐ Replace all outstanding checks older than 180 days.
 Check Number: _____
 Date: _____
 Amount: _____
****Please do not cash outdated checks. You may incur a fee at your financial institution.***

4. Write New Primary Address: _____

Telephone No.: _____ E-mail Address: _____

5. Write New Seasonal Address: _____

Time frame at
this address: _____

6. Write Alternate Address for: _____
☐ Proxy ☐ Tax Forms _____
☐ Statements ☐ Div. Check _____

7. I/we authorize Broadridge to make the account maintenance changes detailed above and I/we confirm that I/we am/are the correct and right party to request these changes. The signature of all registered holders is required.

Print Name: _____

Sign Name: _____ Date: _____

Print Name: _____

Sign Name: _____ Date: _____