



Sale Request 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 to sell shares from an existing account. 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:

- Please read the contents carefully and follow all the instructions provided.
- Make sure your form has all the required signatures. If the account has a joint tenant registration, both shareholders are required to sign. If signing on behalf of the shareholder, include your title (e.g., POA, Custodian, Executor) and the appropriate supporting documentation.
- If the shares are held in certificate form, you must enclose the certificate(s) with your request.
- Consult your prospectus for additional information about the program, including fees and commissions associated with the sale and termination of the program.
- 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



Applicable only for certain account types.

Account Number: (2-10 digits after the dash)

2303

Account Registration: (Example: John Smith OR John Smith and Mary Smith JT)

[illegible]

Company: (Example: XYZ Company)

[illegible]

Sell this number of shares:

Plan Shares
(Example: 123.44)

Certificated Shares

(Example: 120.000)

(Original certificate(s) must be enclosed to process.)

Book Entry Shares

(Whole Shares)
(Example: 123.44)

OR ☐ Sell **ALL** shares and close account.

(Original certificate(s) must be enclosed to process, if applicable.)

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.

Signature: _____

Date: _____

Signature: _____

Date: _____

Daytime Telephone Number:

7_ S[[^]_____