



## ***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](http://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](mailto:shareholder@broadridge.com)

Sincerely,

Shareholder Communications  
Broadridge Corporate Issuer Solutions

