Dear Shareholder,

Thank you for contacting Broadridge Shareholder Services regarding a transfer. Enclosed is the document you requested. Please read the content carefully and follow all of the instructions provided.

Things to remember before sending in your completed form:

1. Make sure your form has all of the required signatures. If you are signing for the shareholder, please include your title (i.e., Power of Attorney, Custodian, Executor) after your signature. Your Legal Transfer will require a Medallion Signature Guarantee (MSG). Sign the form in the presence of the individual who will provide the Guarantee (usually your banker or broker).

2. You must include all stock certificates with the completed transfer paperwork. If you do not have all of your certificates, please contact us and we will send you the paperwork required to replace the certificates and complete the transfer of your stock.

3. Unless otherwise instructed, transferred shares will be issued in DRS-book entry form. If the account is currently set up for any special handling (i.e., dividend reinvestment, direct deposit, etc.), these account features will not automatically transfer over to the new account. If you would like us to carry any special handling forward, please include a letter of instruction, with appropriate signatures, requesting this and we will set up the new account accordingly.

4. Should you wish to transfer your shares to your brokerage account, please have your broker initiate the transfer request.

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

Telephone Number: (877) 830-4936
E-mail: shareholder@broadridge.com

For your convenience, we have also included a courtesy reply envelope.

Please retain a copy of all documents for your records. Please return the above items to:

**Regular Mail**
Broardridge Shareholder Services
c/o Broadridge Corporate Issuer Solutions
P.O. Box 1342
Brentwood, NY 11717-0718

Sincerely,

Correspondence Department
Broadridge Corporate Issuer Solutions
Shareholder Services

**Overnight Mail**
Broadridge Shareholder Services
c/o Broadridge Corporate Issuer Solutions
1155 Long Island Avenue
Edgewood, NY 11717-0718
<table>
<thead>
<tr>
<th>TRANSFER SITUATION</th>
<th>ADDITIONAL DOCUMENTS REQUIRED WITH A MEDALLION SIGNATURE GUARANTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add or Remove a Shareholder.</td>
<td>- None.</td>
</tr>
<tr>
<td>Name Correction.</td>
<td>- None.</td>
</tr>
<tr>
<td>Transfer to a Former Minor in a Custodian Account.</td>
<td>- Proof that the former minor is now age of majority (i.e., copy of Birth Certificate).</td>
</tr>
<tr>
<td>Deceased Shareholder. Estate is not going to be Probated.</td>
<td>- Copy of the Death Certificate.</td>
</tr>
<tr>
<td></td>
<td>- Completed Waiver of Probate.</td>
</tr>
<tr>
<td></td>
<td>- Notarized Affidavit of Domicile.</td>
</tr>
<tr>
<td></td>
<td>- Inheritance Tax Waiver (if applicable).</td>
</tr>
<tr>
<td>Deceased Shareholder Residence is in California or Illinois, and Estate will not be Probated, and Total Estate Value is $100,000 or Less (IL) or $150,000 or Less (CA).</td>
<td>- Copy of the Death Certificate.</td>
</tr>
<tr>
<td></td>
<td>- Notarized Affidavit of Domicile.</td>
</tr>
<tr>
<td></td>
<td>- Inheritance Tax Waiver (if applicable).</td>
</tr>
<tr>
<td></td>
<td>- Notarized Small Estate Affidavit.*</td>
</tr>
<tr>
<td>Deceased Shareholder. Account has been Probated but is still Open.</td>
<td>- Copy of the Death Certificate.</td>
</tr>
<tr>
<td></td>
<td>- Notarized Affidavit of Domicile.</td>
</tr>
<tr>
<td></td>
<td>- Inheritance Tax Waiver (if applicable).</td>
</tr>
<tr>
<td></td>
<td>- A certified copy with the original signature and seal affixed, of the Certificate of Appointment document, dated w/in one year (six months for NY).</td>
</tr>
<tr>
<td>Deceased Shareholder. Account has been Probated and Closed.</td>
<td>- Copy of the Final Account Distribution Statement.</td>
</tr>
<tr>
<td></td>
<td>- Copy of the Death Certificate.</td>
</tr>
<tr>
<td></td>
<td>- Notarized Affidavit of Domicile.</td>
</tr>
<tr>
<td></td>
<td>- Inheritance Tax Waiver (if applicable).</td>
</tr>
<tr>
<td>Joint Tenants - One Deceased.</td>
<td>- Copy of the Death Certificate.</td>
</tr>
<tr>
<td></td>
<td>- Notarized Affidavit of Domicile.</td>
</tr>
<tr>
<td>Joint Tenants - Both Deceased.</td>
<td>- Copy of the Death Certificate and Notarized Affidavit of Domicile for the shareholder who passed away first.</td>
</tr>
<tr>
<td></td>
<td>- For the second decedent, the documentation will be the same as for an individual deceased shareholder (see requirements above based on situation).</td>
</tr>
<tr>
<td>Deceased Trustee or Change of Trustee.</td>
<td>- Copy of the deceased Trustee's Death Certificate.</td>
</tr>
<tr>
<td></td>
<td>- Notarized Affidavit of Domicile.</td>
</tr>
<tr>
<td></td>
<td>- Copy of the 1st and last pages of the Trust Agreement as well as any page where successor Trustee(s) is/are designated.</td>
</tr>
<tr>
<td>Transfer on Death Registration (TOD) and Shareholder is Deceased.</td>
<td>- Copy of the Death Certificate.</td>
</tr>
<tr>
<td></td>
<td>- Notarized Affidavit of Domicile.</td>
</tr>
<tr>
<td>Corporate Registration Change.</td>
<td>- The certificate of name change issued by the Secretary of the State of Incorporation OR a current copy of the corporate resolution signed by the authorizing officer(s) stating that the company's name has been changed. The seal of the corporation must be placed on the resolution or by-laws and dated within one year of the request.</td>
</tr>
<tr>
<td></td>
<td>- All certificates (if applicable).</td>
</tr>
</tbody>
</table>
CURRENT ACCOUNT INFORMATION

1. Account Number: (2-6 digits after the dash)

2. Tax ID/SSN:

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

4. Street Address:

City:

State:

ZIP Code:

5. Company:

TRANSFER SPECIFICS

6. Total Shares to be transferred:

☐ Transfer ALL Shares (All book entry and any certificated shares submitted)

DRS Book Entry Shares: (Whole shares)

Certificated Shares: Example: 120,000

Plan Shares:

Cost Basis of Shares:

7. Your signature is REQUIRED:

Each registered owner must sign their name EXACTLY as it appears on the account. The authorized person(s) must sign in his/her legal capacity. The undersigned hereby irrevocably constitute and appoint Broadridge as attorney to transfer the shares with full power of substitution in the premises.

Signature: ________________________________

*Title: ________________________________

Signature: ________________________________

*Title: ________________________________

Date: ________________________________ Tel: (________)

*The authorized person(s) must sign in his/her legal capacity. Executor (Estate) / Trustee (Trust)

IMPORTANT: Medallion Signature Guarantee

Signature(s) must have a Medallion Signature Guarantee from a Commercial Bank, Trust Company, or Broker, if applicable.

IMPORTANT: If your shares are held in certificate form, the original certificate(s) must be submitted for your transfer to be completed.

IMPORTANT: You must complete both pages of this form.
NEW HOLDER/RECIPIENT INFORMATION

8. New Shareholder(s) Account Type - Check one:
   [ ] Individual   [ ] Joint   [ ] Trust   [ ] Custodial   [ ] Tax-Exempt Charity
   [ ] Estate   [ ] Corporation   [ ] Other: ____________________________
   [ ] Transfer on Death

   (Please explain)

9. New Shareholder(s) Information:
   Please indicate if this is a new account or existing account: [ ] New   [ ] Existing

   Company: ____________________________

   Account Number - if existing: (2-6 digits after the dash) ____________________________

   New Account Registration: (First, Ml, Last) Individual / Trustee / Custodial / Executor / Other

   [ ] Individual   [ ] Trustee   [ ] Custodial   [ ] Executor   [ ] Other

   Name: (First, Ml, Last) Joint Tenant / Co-Trustee / Minor / Beneficiary / Other (if applicable)

   [ ] Joint Tenant   [ ] Co-Trustee   [ ] Minor   [ ] Beneficiary   [ ] Other

   Trust / Estate Name (if applicable): ____________________________

   Date of Trust (if applicable): [ ] [ ] [ ] [ ]

   MM  DD  YYYY

   Tax ID/SSN:
   [ ] SSN   [ ] EIN

   ____________________________

   Street Address: ____________________________

   ____________________________

   City: ____________________________

   ____________________________

   State: ____________________________

   ZIP Code: ____________________________

   Full Reinvestment: ____________________________

   Partial Reinvestment: ____________________________ %

   DRS Book Entry Shares: ____________________________

   Enroll in Plan: [ ] Yes   [ ] No

   Plan Shares: ____________________________

   ____________________________

   ____________________________

   TAX PAYER ID CERTIFICATION (SUBSTITUTE W-9)

   Please read the instructions carefully before completing the substitute W-9 form. All shareholders are required to sign and return this W-9 certification. If requested information is not known at time of transfer, or new owner is not available to sign, a W-9 form will be mailed to the new shareholder(s) once the shares are transferred. A new shareholder may also go online at www.shareholder.broadridge.com to print a W-9 form.

   Your account may be subject to backup withholding, at the applicable rate, if you do not complete this substitute W-9 form.

   New Shareholder's Tax ID: ____________________________

   If you are exempt from backup withholding, check here [ ]

   CERTIFICATION: Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer identification number, (2) I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and (3) I am a U.S. person (including U.S. resident alien).

   Sign here: ____________________________

   Date: ____________________________

   Sign here: ____________________________

   (A second signature is required for a Joint Tenant Account)

   Date: ____________________________
Affidavit of Domicile

State of: ____________________________ County of: ____________________________

Name of Stock (Issuer): ____________________________

Name(s) of the Account: ____________________________ Name(s) of 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 at ____________________________ in the state of ____________________________ am/are ____________________________ (describe your status such as Executive Administrator, Survivor in Joint Tenancy, if a corporate fiduciary, show title of affiant and name of corporation) of ____________________________ who died on the ____________________________ day of ____________________________, 20 ______ that at the time of death the domicile (legal residency) of said decedent was at ____________________________

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

________________________________________

________________________________________

________________________________________

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

Notary Public Commission Expires: ____________________________
Stop Release Letter

Broadridge Corporate Issuer Solutions
P.O. Box 1342
Brentwood, NY 11717-0718
Phone: (877) 830-4936

Issuer Name: ____________________________________________

Certificate number(s): ______________________________________

Number of Shares: ________________________________________

Name(s) of the Account: ____________________________________

To Whom I May Concern,

The listed certificate(s) has/have been found. Please use this letter as authorization for Broadridge to release the restriction that has been placed on the certificate(s) which was/were previously reported as lost and/or stolen.

Sincerely,

Sign here: ___________________________________________ Date: ________________________________

Sign here: ___________________________________________ Date: ________________________________