

REQUIREMENTS FOR TRANSFERRING STOCK OF DECEASED SHAREHOLDER

Please provide the following items to transfer shares of stock:

- **Stock certificate(s)**. If the certificate(s) are lost, please send us written notification so that replacement forms can be forwarded to you.
- Certified copy of **Certificate of Death**, (which will be returned to you following completion of the transfer) OR a photocopy with an original Medallion Guaranty stamp from a bank or a stock brokerage firm.
- **Court document**, certified within 60 days of the transfer, evidencing the appointment of the executor of the estate. Photocopies are unacceptable; however, a photocopy with an original Medallion Guaranty stamp will be accepted.
- **Affidavit of Residence**.
- **Stock Power** (enclosed) to be signed by the executor(s) of the estate. The signature(s) must be guaranteed by an eligible guarantor institution, which includes banks, savings associations, credit unions, or stock brokerage firms, and also participants in the Medallion Program (“STAMP”). Acknowledgements or guarantees by a notary public are not acceptable.
- Letter of **instructions**, specifying in whose name(s) the shares are to be transferred, and the address(s) and **social security number(s)** to be associated with the new account(s).
- * **Legal fee** of \$50 made payable to Jersey Transfer & Trust Co.

For your protection, we suggest that stock certificates be forwarded to us by registered or certified mail.

If you should need additional assistance, please let us know.