

# Registrar and Transfer Company

10 Commerce Drive, Cranford, NJ 07016

(800) 368-5948

## Stock Transfer Services REQUEST TO TRANSFER STOCK FORM For Registered Shareholders

Please mail this entire form with your certificate(s) to Registrar and Transfer Company, 10 Commerce Drive, Attn. Stock Transfer Services, Cranford, NJ 07016. It is advisable to send the certificate(s) via registered mail, insured for 1.5% of its market value. If you need additional assistance, please call Investor Relations at (800) 368-5948, email us at [info@rtco.com](mailto:info@rtco.com) or visit our website, [www.rtco.com](http://www.rtco.com)

### Company Description / Name of Stock:

Please print exactly as it appears on the face of the stock certificate or account.

### A. Current Owner Information (Please print exactly as it appears on the certificate or account.)

\_\_\_\_\_  
Name

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Tax Identification Number/ Social Security Number

### B. Signature(s) — Must be signed by all current registered owners or executor, administrator, power of attorney, heirs, etc.

Date: \_\_\_\_\_

**X** \_\_\_\_\_

**X** \_\_\_\_\_

Reserved for Medallion Signature Guarantee

#### IMPORTANT - Medallion Signature Guarantee:

The signatures above **must** correspond with name(s) as written in section "A" above in every particular without alteration or changes. The signatures **must** be guaranteed by an Eligible Financial Institution or member of a registered National Securities Exchange approved by the Securities Transfer Association, Inc. pursuant to Securities and Exchange Commission Rule 17Ad-15. No other form of signature guarantee will be accepted.

### C. Shares To Be Transferred - Please indicate the # of shares you wish to transfer or "ALL" in the applicable spaces below if you want to transfer your entire position. If you hold stock certificates, please submit the originals with this transfer request. If you have lost or misplaced your certificates please contact Investor Relations at (800) 368-5948 or via the Internet at [www.rtco.com](http://www.rtco.com). Note: If less than all the shares are being transferred, a stock certificate or book entry credit for the balance will be issued in the owner's name and a certificate or transaction confirm as applicable will be returned to the presenter of the transfer request. (Please fill in all that apply) **Important: Oldest shares will be transferred first unless you provide instructions to the contrary for each transaction.**

Certificated Shares to be transferred. (Original stock certificates must be included with this form.)

Dividend Reinvestment Plan Shares to be transferred.

Book Entry Shares to be transferred.

**D. Purpose for Transfer/Cost Basis Data** (*Complete this section ONLY IF YOU ARE TRANSFERRING SHARES THAT WERE ACQUIRED AFTER 12/31/2010*)

Please note all transfers will be treated as Gifts if this section is not completed properly unless we receive documentation that this is a decedent transfer (i.e. Affidavit of Domicile) in which case the transfer will be treated as an inheritance. We recommend that you consult with your tax advisor regarding the tax implications for each type of transfer.

**Please check ONLY ONE box.** If you check more than one box your transfer will be treated as if you had not made any selection.

- Private Sale      Date of Sale: \_\_\_\_\_      Cost Per Share: \_\_\_\_\_ US Dollars
- Gift      Date of Gift: \_\_\_\_\_ (*If blank we will default to the effective date of the transfer.*)
- Inheritance      Date of Death: \_\_\_\_\_      Value Per Share: \_\_\_\_\_ US Dollars
- None of the above: (*please specify*) \_\_\_\_\_

**E. New Account Information** (Please provide all requested information. Attach additional sheets for multiple accounts if necessary and indicate the specific number of shares to be transferred to each new account. If Transfer on Death ("TOD") registration, only one TOD per account. Please print clearly.)

\_\_\_\_\_  
Name (*As you would like it to appear on the account - max 36 characters*)

\_\_\_\_\_  
Number of shares to transfer to this account

\_\_\_\_\_  
Name cont'd. (*Note: For Trusts please include Date of Trust*) (*max 36 characters*)

\_\_\_\_\_  
Residence Address (Address of Record)

\_\_\_\_\_  
Mailing Address (if different from residence)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Telephone

**(NOTE: The above mailing address will be used only for this transfer request.)**

**F. Substitute W-9 Form** (Must be signed by new owner or taxes will be withheld from distributions.)

As a security holder of the above corporation, you must sign and return this certification to exempt you from backup withholding on any payments we may make to you. Please note this will not affect the transfer. Only distributions made on the new account will be impacted by the absence of a certified Tax Identification Number or Social Security Number.

Under penalties of perjury, I certify that (1) the number shown below is my correct Tax Identification Number; and (2) I am not subject to backup withholding either because of (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service ("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 Resident Alien).

**Tax Identification Number/Social Security Number:** \_\_\_\_\_

- Individual/Sole Proprietor
- Partnership
- Corporation
- Other \_\_\_\_\_

**Signature**    **X** \_\_\_\_\_

Date \_\_\_\_\_

**G. Dividend Reinvestment Program (If Available):** (Must be signed by new owner(s))

By signing below I (we) hereby acknowledge that I (we) have received and reviewed the Company's Dividend Reinvestment Plan Prospectus and direct that future cash dividends be used to purchase additional shares in the Company through the Company's Dividend Reinvestment Plan Program.

**X** \_\_\_\_\_      **X** \_\_\_\_\_