



Sale Request, Plan Termination, Certificate Deposit Form

1. Account Number

2. Company name or issue
of stock you are selling

3. Names and address
as registered on Account

Important: if you have more
than one account, the full
registration name is required

4. **Certificate Deposit:** Deposit the enclosed stock certificate shares into: ☐ Direct Registration ☐ Plan

5. **Terminate the plan:**

☐ Check box to move whole shares to Direct Registration (DRS) and sell fractional shares.

6. **Selling Shares:**

☐ Sell **ALL** shares in my account. The Plan will terminate.

☐ Sell Direct Registration shares (DRS).
Enter number of DRS shares to sell:

☐ Sell Plan shares and do not terminate the Plan.
Enter number of Plan shares to sell:

7. **Signatures of the Registered Owners:** All owners must sign as they are registered on the account.

If you are signing on behalf of a registered owner or business entity, review the next page for instructions.

Signature

Signature

8. **Signatures on Behalf of the Registered Owners or Business Entity:** If the shareowner is unable to sign on page 1, a legal representative such as a Power of Attorney, Custodian, or Successor Trustee may sign on shareowner's behalf. The legal representative should clearly print or indicate their title beneath their signature. Medallion Signature Guarantee is required and can be obtained from eligible financial institutions, including commercial banks, brokers, and credit unions.
9. If the names on the account need to be changed, or if a registered owner is deceased, a transfer must be completed. **Please note** we are unable to issue a check in the name of a decedent or payable to an alternate payee. You may view instructions and download forms online at <https://equiniti.com/us/ast-access/individuals/>. Under Download Forms, select Transfer of Ownership Package.

Medallion Signature Guarantee. Note to Guarantor: Medallion stamp must be fully legible and must NOT be dated or annotated. **A notary stamp is not acceptable.**

Signature: _____

Title: _____

Signature: _____

Title: _____

Additional information

Sale requests are typically processed with 1-5 business days. Once the sale is processed, proceeds (net of applicable fees and commissions) are issued by check one business day after the sale date and mailed to the address on file.

All requests will be executed in accordance with the terms and conditions defined in your plan documents. Once a sale has been submitted to Shareowner Services, it cannot be modified or cancelled. You are unable to direct the date, time, or price at which the shares will be sold. The share price may fall or rise during the period between a request for sale, its receipt by Shareowner Services, and the actual sale in the open market. This price risk is assumed by the shareowners.

Certificate deposit:

You must mail in the original stock certificates with this form. We recommend you do not sign the back of your certificate. We recommend mailing certificates to us using traceable mail and insure the package for 5% of the current market value. If certificates are lost, please notify us immediately. There may be fees to replace a lost certificate.

Medallion Signature Guarantee:

- **If needed**, a Medallion Signature Guarantee is a stamp you may obtain from an eligible Guarantor Institution such as a bank or a brokerage firm. EQ Shareowner Services has entered into an arrangement for US shareowners to obtain a Medallion Signature Guarantee online at www.eSignatureGuarantee.com at a discount rate.
 1. Go to the website [eSignatureGuarantee.com](http://www.eSignatureGuarantee.com)
 2. Have your ID validated (no prior account required)
 3. Use promo code EQ to receive a discount on the Medallion Signature Guarantee purchase**NOTE:** There is a \$500,000 limit on the value of transactions that [eSignatureGuarantee.com](http://www.eSignatureGuarantee.com) is able to guarantee. For more information, email info@eSignatureGuarantee.com
- To obtain the stamp from a Guarantor Institution, you will need to bring the form to the eligible Guarantor and complete item eight in their presence.
- Please note the stamp must be legible and may not be dated or annotated. **A Notary Seal is not a substitute** for a Medallion Signature Guarantee.

Mail your completed Sale Request Form to:

Shareowner Services
ATTN: On-Base
PO Box 64858
Saint Paul MN 55164-0858

If using a courier, please mail to:

Shareowner Services
ATTN: On-Base
1110 Centre Pointe Curve Suite 101
Mendota Heights MN 55120