



## 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. **Direct Deposit** of Sale Proceeds to a United States bank account:

Direct deposit is optional; review the next page for more information. Check one box and fill both fields.

Checking account (include pre-printed voided check) **OR**  Savings account (include pre-printed voided savings deposit slip)

**Nine-digit ABA/Routing Number** (begins with 0, 1, 2, or 3) **AND** **Bank Account Number**

8. **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**

**9. Signatures on Behalf of the Registered Owners or Business Entity:** If an owner is unable to sign on page 1, a legal representative such as a Power of Attorney, Custodian, or Successor Trustee may sign on behalf of the shareowner. List the title of the legal representative below their signature. Medallion Signature Guarantees can be obtained from financial institutions, including commercial banks, brokers, and credit unions.

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 [shareowneronline.com](http://shareowneronline.com). Under Download Forms, select Stock Power and Transfer Instructions.

**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 typically take one to five business days to process after the deposit has been completed, if applicable. Proceeds, less fees and commissions, that are sent by direct deposit are typically sent to your bank on the second business day after the sale. Availability of these funds depend on your bank's posting standards. Checks for sale proceeds, less fees and commissions are issued one business day after the sale date and then mailed to your 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, it's receipt by Shareowner Services, and the actual sale in the open market. This price risk is assumed by the shareowners.

**Direct deposit of sale proceeds:**

- Provide us your account type, nine-digit ABA/routing number (begins with 0, 1, 2, or 3), and bank account number.
- Direct Deposit requests must include a corresponding pre-printed voided check or pre-printed savings deposit slip.
- If the names on your bank account do not match the names on your stock account a check will be issued.
- If information is incomplete or inaccurate a check will be issued.
- If Direct Deposit is not offered a check will be issued.
- If sale proceeds exceed \$10,000 a check will be issued.
- The account number in box one must be filled out correctly or a check will be issued.

**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](http://www.eSignatureGuarantee.com) at a discount rate.
  1. Go to the website [eSignatureGuarantee.com](http://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://eSignatureGuarantee.com) is able to guarantee. For more information, email [info@eSignatureGuarantee.com](mailto: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