

# ODYSSEY TRANSFER AND TRUST COMPANY STOCK POWER FORM

Alterations, corrections, or white-out will render the Stock Power form invalid.

## Section A: Current Account Information (See page 1 of FAQs)

Account Number or Shareholder Number	
Company of Stock to be Transferred	
Current Account Registration	
Shares to be Transferred If not all shares are being transferred, please indicate the WHOLE number of shares to be transferred in the available space(s).	<input type="checkbox"/> ALL shares  <input type="checkbox"/> _____ DRS/Book Entry shares  <input type="checkbox"/> _____ Certificate shares

### Certificate Shares (if applicable)

The certificates were lost or stolen, and I require assistance to replace them.

\*Note, there are fees associated with replacing lost certificates. Additional paperwork will be required.

### Outstanding Checks

Reissue outstanding checks to the new owner     Reissue outstanding checks to the existing owner

\*Note, if shares are being transferred to more than one new owner, please include a letter signed by all new owners, indicating to which individual outstanding checks should be reissued.

## Section B: Cost Basis (See page 2 and 3 of FAQs)

If none of the options below apply to your transfer, please skip this section.

<input type="checkbox"/> Inheritance	Date of Death (MM/DD/YYYY) _____	Fair Market Value per Share (USD) \$ _____
<input type="checkbox"/> Private Sale	Date of Sale (MM/DD/YYYY) _____	Cost per Share (USD) \$ _____
<input type="checkbox"/> Gift		

## Section C: Authorized Signature(s) (See page 4 of FAQs)

The undersigned does (do) hereby irrevocably constitute and appoint Odyssey Transfer and Trust Company as attorney to transfer the said stock on the books of said Company, with full power of substitution in the premises. The signature(s) below on this stock power form must correspond exactly with the name(s) as shown upon the face of the stock certificate or account statement for direct registration/book-entry shares, without alteration or enlargement or any change whatever. The below must be signed by all current registered holders, or a legally authorized representative with an indication of his or her capacity next to the signature. NOTE: Signature(s) must be stamped with a Medallion Signature Guarantee by a qualified financial institution, such as a commercial bank, savings bank, savings and loan, US stockbroker and security dealer, or credit union, that is participating in an approved Medallion Signature Guarantee Program (A NOTARY SEAL IS NOT ACCEPTABLE).

<p style="text-align: center;"><b>SIGNATURE(S) OF ALL REGISTERED SHAREHOLDERS OR LEGAL REPRESENTATIVE(S)</b></p> <p>_____ Signature with capacity, if applicable</p> <p>_____ Signature with capacity, if applicable</p> <p>_____ Date (MM/DD/YYYY)</p>	<p style="text-align: center;"><b>GUARANTOR TO AFFIX THE MEDALLION SIGNATURE GUARANTEE STAMP BELOW</b></p> <p style="text-align: center;">*Note, the Medallion Stamp must be fully legible and must NOT be dated or annotated.</p>
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**Section D: New Account Information** (See page 5 of FAQs)

If transferring shares to more than one account, please indicate the whole number of shares to be transferred to the registration listed on this page.

Number of shares to be transferred to the new registration below	
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**If transferring shares to an existing Odyssey account, please provide the following and skip to Section E.**

Existing Odyssey Account Number or Shareholder Number	
Existing Account Registration	

**New Shareholder Account Type (Please choose one).**

<input type="checkbox"/> Individual (1)	<input type="checkbox"/> Joint Tenancy (1, 2)	<input type="checkbox"/> Corporation (1)
<input type="checkbox"/> Estate (1, 3)	<input type="checkbox"/> Tenants in Common (1, 2)	<input type="checkbox"/> LLC C Corporation (1)
<input type="checkbox"/> Custodian for Minor (1, 2, 4)	<input type="checkbox"/> Tenants by Entirety (1, 2)	<input type="checkbox"/> LLC S Corporation (1)
<input type="checkbox"/> Custodian ITF Individual (1, 2)	<input type="checkbox"/> Trust (1, 3, 4)	<input type="checkbox"/> LLC Partnership (1)
<input type="checkbox"/> Custodian FBO Individual (1, 2)	<input type="checkbox"/> TOD Beneficiary (1, 3)	<input type="checkbox"/> Other (1)

**1. New Owner/Custodian/Trustee/Executor/Other (First name, middle initial, last name)**

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**2. Joint Owner/Minor/Second Trustee/Second Executor/Beneficial Owner (First name, middle initial, last name)**

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**3. Name of Trust/Estate/TOD Beneficiary**

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**4. Minor State of Residence/Trust Date (MM/DD/YYYY)**

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**Address for the new account**

Street Line 1	State/Province
Street Line 2	Postal Code/ZIP
City	Country

**Section E: Tax Certification** (See page 6 of FAQs)

**Tax ID (SSN/EIN/FTIN) for the new account (indicate choice below):** \_\_\_\_\_

<input type="checkbox"/> Social Security Number (SSN)	<input type="checkbox"/> Employer Identification Number (EIN)	<input type="checkbox"/> Foreign Tax Identification Number (FTIN) *Please provide the applicable W-8 BEN
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**Substitute Form W-9 (REV 10/2018) – to be completed for the new shareholder account above**

Certification: Under penalties of perjury, I certify that: 1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, (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. citizen or other U.S. person (defined in the instructions). 4) The FATCA code entered on this form (if any) indicating that the payee is exempt from FATCA reporting is correct. (This does not apply to accounts located in the U.S.) Exempt Payee Code (if any): \_\_\_\_\_ (Codes are available with the official IRS Form W-9 available at [www.irs.gov](http://www.irs.gov)) Exemption from FATCA Reporting Code (if any): NOT APPLICABLE (codes are available with the official IRS Form W-9 available at [www.irs.gov](http://www.irs.gov)) Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you failed to report all interest and dividends on your tax return.

**The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

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

NOTICE TO NON-U.S. PERSONS (e.g. nonresident aliens individuals, foreign corporations, foreign partnerships or foreign trusts): DO NOT COMPLETE THE ABOVE SUBSTITUTE FORM W-9. NON-U.S. PERSONS MUST PROPERLY AND TIMELY COMPLETE AND RETURN THE APPLICABLE FORM W-8, (AVAILABLE AT [www.irs.gov](http://www.irs.gov)) AND RETURN THAT CERTIFICATION OF FOREIGN TAX STATUS. FAILURE TO DO SO COULD SUBJECT YOU TO EITHER U.S. FEDERAL BACKUP WITHHOLDING TAX AT THE APPLICABLE RATE OR FATCA/NRA WITHHOLDING OF 30%, AS APPLICABLE, OF THE REPORTABLE/WITHHOLDABLE AMOUNT.

## INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS (1/6)

Completed stock power forms, any accompanying documentation, and stock certificates, if applicable, should be sent to the address below and cannot be submitted electronically. If you send stock certificates, it is recommended to insure the package for 4% of the current market value. Paperwork used to process a transaction will not be returned.

**Odyssey Transfer and Trust Company**  
2155 Woodlane Drive, Suite 100  
Woodbury, MN 55125

### **How will I know my transfer has been completed?**

Once a transfer is completed, a statement will be mailed to the address on the second page of the stock power form showing the updated account information.

### **Where can I find the shareholder number or account number?**

Your shareholder number or account number can be found in the upper right corner of your account statement.

### **Where can I find the company of stock to be transferred?**

The company of stock to be transferred is the name of the company in which you are invested. This would be listed on your account statements or dividend check stubs.

### **Where can I find the current account registration?**

The registration is the name or names as they are currently listed on the account including how any mail from us would be addressed to the shareholder. This would be included in any account-specific mail that is sent to you by Odyssey.

### **There is an odd number of shares in the account, and I am transferring to more than one new account. Can the extra share be split to more than one person?**

No, only whole shares can be transferred. If you are transferring to more than one new account, you will need to clarify the exact number of shares transferring to each. Stock power forms requesting to split whole shares into fractions will be rejected.

### **Should I sign the stock certificates?**

It is not necessary or recommended to sign or endorse stock certificates before sending them to us.

### **I am unable to locate my stock certificates. What should I do?**

Please contact us online at [odysseytrust.com/us/contact-us](https://odysseytrust.com/us/contact-us) and choose 'HOW CAN WE HELP?'. Follow the steps to submit an inquiry to our communications team. Please do not send confidential information through this online channel. You may also contact us by phone at, 612-482-5100.

### **Will I get a new stock certificate?**

All shares will be issued electronically after a transfer has been completed. Stock certificates are not issued automatically and are not available for all companies of stock.

### **Are there limits on the value of shares that can be transferred?**

Generally, no. However, if the total value of the shares being transferred exceeds \$14 million, additional documentation may be required. Please contact us for more information if your transaction exceeds that amount.

### **How do I know if there are outstanding checks to be reissued?**

Outstanding checks would include uncashed dividend payments or accrued dividends in addition to sale payments that may have been made. If you believe there may be outstanding checks, we recommend completing this section. If there are no outstanding checks to be reissued, this section can be skipped.

When applicable, check the box in Section B next to the purpose of the transfer. We recommend consulting a tax advisor regarding the tax implications for each type of transfer.

**What is cost basis?**

Cost basis is the original value of a stock acquisition for tax purposes adjusted for stock splits, dividends, and return of capital distributions. This value is used to determine the capital gain or loss. Internal Revenue Code Section 6045(g) became effective on January 1, 2011, and requires financial institutions to include each customer's adjusted cost basis and to classify any gain or loss as short term or long term when reporting a sale of covered shares to the Internal Revenue Service (IRS). To comply with this law, we will maintain cost basis information for covered shares purchased on or after January 1, 2011. Visit [irs.gov](http://irs.gov) for further details.

**What are covered securities?**

Shares that are defined by the IRS Regulation 1.6045-1(a) (15) are known as covered securities. This regulation applies to most stocks purchased or acquired on or after January 1, 2011.

**What are non-covered securities?**

Non-covered securities are shares acquired prior to January 1, 2011, or shares transferred with unknown cost basis. Please see a tax advisor for assistance in determining your cost basis on non-covered securities.

**What is FMV?**

FMV stands for Fair Market Value. The fair market value is the price at which the shares would change hands between a willing buyer and a willing seller. If the shares are traded on the market, the FMV is typically the average between the high and low price on the specific date.

**Can I transfer or sell specific shares?**

Yes. We will need the acquisition date and the number of shares from the specific tax lot you would like to transfer or sell. This information may be written on the Stock Power Form, or you may send a letter along with your transfer paperwork. We will transfer shares using First In, First Out (FIFO) order unless we receive written instructions asking us to transfer specific shares. A tax lot is a single acquisition of a given security that has a unique acquisition price and acquisition date. A tax lot may contain one or more shares. Tax lots are further defined as either covered or non-covered.

**When is a transfer considered a gift?**

Typically, a transfer of shares is considered a gift if there is not a common owner between the old and new account and the shares are not being transferred due to an inheritance or a private sale.

**How does receiving shares as a gift affect the cost basis?**

The cost basis for shares you receive as a gift is typically equal to the donor's cost basis prior to the transfer. If the shares you receive as a gift were covered under the IRS cost basis reporting regulations, the cost basis information will be carried from the donor's account into your new account. In some instances, the cost basis for the gifted shares is determined to be the FMV as of the date of the gift. Please refer to IRS Publication 551 for additional information regarding cost basis of gifted shares.

**What is considered the date of the gift?**

The date of the gift is generally the date when the donor no longer has dominion or control of the shares.

- For shares held electronically: The date of the gift is when Odyssey has completed the transfer of ownership in the stock issuer's records.
- For shares held as a stock certificate: The date of the gift is typically the date when the certificate was delivered to the recipient. The recipient may send a letter of instruction providing us with the date of the gift. If the instructions are not received, we will use the date of the transfer of ownership in the stock issuer's records.

**How is cost basis affected when a shareholder is deceased?**

When shares are transferred because the shareholder is deceased, the authorized estate representative determines whether to use the FMV as of the date of death or an alternate valuation date. The same valuation date would then be applied consistently to all assets in the estate. IRS regulations require the authorized estate representative to provide all estate heirs and beneficiaries with IRS Form 8971; "Information Regarding Beneficiaries Acquiring Property From a Decedent" which specifies the FMV of the property.

**What is the Alternate Valuation Date?**

The alternate valuation date is typically six months from the date of death. If the shares are sold or otherwise disposed of within six months from the date of death, the date of the sale may be used as the alternate valuation date. Please see Internal Revenue Code 2032 and a tax advisor for more information on the alternate valuation date.

**What if we don't have the inheritance information right now?**

The shares will be considered non-covered (per the IRS cost basis reporting regulations) if the FMV is not provided when the shares are transferred. The authorized estate representative may send the missing information to us by mail later and we will adjust the cost basis in the account records.

**Do the inheritance rules still apply to me if the shares were registered as a Transfer on Death (TOD)?**

Yes. Accounts registered as TOD are not handled by the probate process but are considered part of the deceased shareholder's estate. For that reason, the cost basis of the shares is the FMV on the date of death or the FMV on the alternate valuation date, as determined by the authorized estate representative.

**How is cost basis on a jointly held account determined for inheritance?**

When shares are held jointly and we are unable to determine whether the joint owners were married, it cannot be assumed that all tenants owned an equal amount of the shares. The authorized estate representative will need to provide the number of shares in which the decedent had an interest and the FMV per share. This information will be used to adjust the basis of the inherited shares upward. The cost basis for the shares owned by the surviving owner(s) will not be adjusted.

When a married couple owns shares registered as joint tenants (JT TEN) or as tenants by entirety (TEN ENT), the surviving spouse will be treated as though he or she inherited half of each share of stock. The cost basis will remain unchanged on one half of each share of stock and will be adjusted upward for the inheritance on the other half of each share of stock. We will determine the cost basis for the inherited shares by using the FMV on the date of death or by using the FMV on the alternate valuation date, if provided.

If the joint owners reside in a community property state, additional requirements may apply. For this reason, the authorized estate representative will need to provide the number of shares in which the decedent had an interest and the FMV per share. Consult a tax attorney or advisor to determine the appropriate information to provide on the Stock Power Form. Please refer to IRS Publication 551 for specific information about community property rules and calculations.

**Where can I find additional information about cost basis?**

We suggest consulting a tax advisor or the IRS directly. Additional information and forms are available on the IRS website at [irs.gov](https://www.irs.gov).

## INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS (4/6)

Any change in name or ownership requires a transfer. Odyssey follows the Securities Transfer Association (STA) guidelines for transfer agents. Under these guidelines, a Medallion Guarantee Stamp is required to complete this type of transaction.

All owners must sign their name and have their signature guaranteed. If an owner is unable to sign, a legal representative such as a Power of Attorney, Custodian, Guardian, or Successor Trustee may sign on their behalf. In this instance, the signor should list their capacity or relationship to the shareholder.

To book an appointment with Odyssey for a virtual medallion, please visit our website:

<https://odysseytrust.com/services/virtual-medallion-guarantees/>

### **What is a Medallion Signature Guarantee?**

A Medallion Signature Guarantee is a stamp from an eligible Guarantor institution, such as a bank, broker, or credit union that indicates the individual signing a form is legally authorized to conduct the requested transaction. We suggest contacting your Guarantor institution for their document requirements to obtain the stamp. You will complete Section E and sign the Stock Power in their presence. The Guarantor may also require physical certificates or a statement evidencing the account number for uncertificated shares prior to affixing the Medallion Signature Guarantee. 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.

### **How do I obtain a Medallion Signature Guarantee if I am outside of the U.S.?**

If you are unable to obtain a Medallion Signature Guarantee from an eligible institution, a Signature Guarantee must be obtained from a local bank or financial institution with a New York bank correspondent relationship.

### **Do I still need a Medallion Guarantee if I am only changing my legal name, and I will still be the owner?**

Yes, if your legal name has changed, even if there will be no change to beneficial ownership, the stock power form requires a medallion. Complete Section A with your old name and information and complete Section D with your new name and information. While getting a Medallion Signature Guarantee in Section C, please sign your name as listed on the current account, and sign again using your new name, adding "now known as".

### **Do I still need a Medallion Guarantee if I am only adding a joint owner or beneficiary to my account?**

Yes, any change to the account registration, including the addition of another individual, is considered a transfer and the stock power form requires a medallion. Complete Section A with your name and information and complete Section D with your name as well as the name(s) of the additional owner(s) or beneficiary.

### What are the different ways I can register my stock?

Shareowners have several ways to register their stock; in most cases a new account will be created. Some of the more common types of ownership are listed below.

- **Individual:** Only one individual name is listed on the account. Upon the death of the individual the shares are subject to probate proceedings.
- **Estate:** A registration used by the court-appointed executor or personal representative for the decedent's estate. The registration must include the name of the executor or personal representative and the name of the estate. The representative listed on an estate registration has the authority to make changes and perform transactions on the account. Example: John Smith Executor for the estate of Jane Smith.
- **Custodian for Minor:** A form of ownership that can be established for a minor who has not reached the age of majority as defined by the laws of their state of residence. We do not recommend registrations in a minor's name alone. Custodial registrations may be created under the Uniform Transfer to Minors Act (UTMA) for their state. UTMA has replaced the Uniform Gift to Minors Act (UGMA) in most states for new accounts. Custodial accounts for minors must be reported under the Minor's Social Security Number (SSN).
- **Custodian ITF/FBO Individual:** A form of ownership that can be established for an individual who will have their account managed by a broker or other financial firm. These accounts are typically transferred to a broker following the completion of the transaction.
- **Joint Tenancy:** Two or more individuals are listed on the account. Upon the death of one joint owner, the survivors are entitled to the shares.
- **Tenants in Common:** A form of ownership where two or more individuals are listed on the account. Each tenant owns an undivided interest. Upon the death of one tenant, the decedent's ownership passes to the heirs of the decedent's estate and not the surviving owners on the account.
- **Tenants by Entirety:** A form of ownership recognized by certain states as an appropriate form of registration for a married couple. Upon the death of one spouse, the survivor is entitled to the shares.
- **Trust:** A form of ownership governed by a trust agreement created during the lifetime of a grantor or created under a decedent's will. The account registration must include the names of the Trustees, the name of the Trust, and the date of the Trust. The date must be the original Trust date and not an amendment date. A date will not be applicable for a Trust which falls under a will.
- **TOD Beneficiary (Transfer on Death):** A form of individual or joint tenant ownership where a beneficiary has been designated. Only one beneficiary can be designated per account registration. Upon the death of the security owners, the ownership passes to the TOD beneficiary. TOD is not offered outside of the United States.
- **Corporation/LLC:** A form of ownership where the shares are owned by an entity.

### How do I remove the Custodian if I am now over the age of majority?

If you have reached the age of majority, complete a Stock Power Form to create a new account. While getting a Medallion Signature Guarantee in Section C, please sign the Stock Power Form as your name is listed on the current account. The registered custodian does not need to sign the form.

### Will account features, like direct deposit of dividends, automatically carry over from the old account to the new account?

No, direct deposit information does not carry over.

### Will securities restrictions automatically carry over from the old account to the new account?

This depends on the issue of stock and type of restriction. Please contact Odyssey for more information if necessary.

## INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS (6/6)

Shareholders in the U.S. are requested to provide Odyssey with an IRS Form W-9 to determine the appropriate tax status. If the form is received in good order and no backup withholding is required, no taxes will be withheld from payments issued by Odyssey.

Shareholders outside of the U.S. are requested to provide Odyssey with an IRS Form W-8, as applicable, to determine the appropriate residency and tax status. Forms and instructions for how to complete forms W-8 can be found online at [irs.gov](https://www.irs.gov). If the form is received in good order, the applicable tax treaty withholding rate will be applied to dividend payments and no withholding will be applied to sale payments.

### **What happens to my account if I do not supply the appropriate form W-9 or form W-8?**

Accounts without the appropriate tax form on file may be subject to up to 30% backup withholding for payments issued by Odyssey.

### **I'm a U.S. shareholder. What tax ID should I use for my account?**

Shareholders in the U.S. should provide either their individual Social Security Number (SSN) or the appropriate Employer Identification Number (EIN). These numbers are nine digits long. Make sure to check either the SSN or EIN box as applicable and complete the Substitute Form W-9.

### **I'm a shareholder outside the U.S. What tax ID should I use for my account?**

Shareholders outside the U.S. should provide the tax ID issued to them by their government. These numbers can vary in length. Make sure to check the FTIN box as applicable and complete the applicable form W-8 to include with your stock power form.

### **What if I need to change the tax ID or tax status on my account?**

Tax IDs and withholding statuses may be changed as needed by supplying a new form W-9 or form W-8, as applicable.

### **I have more than one owner listed for my new account. Do we need a separate tax form for each person?**

Accounts for U.S. shareholders require only one form W-9 and only one SSN. Please provide the SSN for the individual responsible for reporting payments on their taxes. Accounts for shareholders outside the U.S. will require the applicable form W-8 for each shareholder listed on the account. The applicable FTIN should be provided in box 6a of the form W-8.