EQ
by Equiniti

Shareowner Services
PO Box 64874
Saint Paul MN 55164-0874

Letter of Instruction

1. Account number or Social Security/Tax ID number	**2. Company name/ issue of stock**
3. Name(s) and address as registered on the account	
4. Alternate address (complete only if you want the request mailed to a different address than listed above)	

Write in your request:

Signature of a registered owner:

Signature _____ **Date** _____

If you are signing on behalf of a registered owner, include your title after your name and review the next page for required documents to be mailed with your request. Example: John Smith Executor, or Jane Doe Power of Attorney.

Mail your completed Letter of Instruction to:
Shareowner Services
ATTN: Imaging Services
PO Box 64874
Saint Paul MN 55164-0874

If using a courier, mail to:
Shareowner Services
ATTN: Imaging Services
1110 Centre Pointe Curve Suite 101
Mendota Heights MN 55120

Please note: If the **names on the account need to be changed,** a transfer is required. See "Changing the account registration" on the next page for more details.

Instructions for individuals signing on behalf of a shareowner

If you are the:	You need to include:
Executor or administrator	A copy of the court certified document dated within 60 days (within six months if issued in New York or within one year if issued in Connecticut). If the estate is not being probated, include a small estate affidavit and a photocopy of the death certificate.
Your name has changed	If your name has changed, please sign the letter as your name appears on the account, and then sign again using your new name. For example: Jane Doe now known as Jane Smith.
Minor who is now over the age of majority on a Custodial account	Sign the letter and include one of the following: a photocopy of your birth certificate, driver's license, passport, or military ID.
Power of attorney (POA)	A copy of POA document with the following statement written on the document: "The Power of Attorney is in full force and effect, is a true and correct copy of the original, and the maker is still alive." The POA document must state the attorney in fact can act on behalf of share or security transactions.
Guardian or conservator	A photocopy of the court certified Letters of Guardianship/Conservatorship, dated within the past 60 days (within six months if issued in New York or within one year if issued in Connecticut). The Letters must authorize the Guardian/Conservator to act on behalf of the individual's assets.
Successor trustee	Include a Certificate of Fiduciary Authority. You may download this form at **shareowneronline.com**. Under **Download Forms**, select "Certificate of Fiduciary Authority."
Partnership	Chief executive partners, general partners, or managing general partners may sign the letter listing their title, with no further documents needed. If the partnership has a governing resolution, please follow the requirements for a corporation.
Sole proprietor	Sole Proprietors may sign the letter listing their title as Sole Proprietor or Sole Owner, with no further documents needed.
Corporation	Authorized individuals may sign with their title listed after their name. You will also need to include a copy of the corporate resolution, or governing document listing the authorized individuals who may sign on behalf of the Company or Organization. The resolution/document must be dated within the past 6 months. It must also contain a corporate seal, or have a written statement on it advising there is no seal. The person signing the resolution or document may not be the same person signing this letter.
Investment club	
School	
Government agency	
Religious organization	
Non-profit	
Financial institution acting as custodian or trustee	

Changing the account registration

Your name or the names on the account have changed	To change the names on the account, a transfer must be completed. You can download instructions and forms at **shareowneronline.com**. Under **Download Forms**, select "Stock Power and Transfer Instructions."