

Questions & Answers

Why am I receiving this Notice Regarding the Availability of Proxy Materials?

▶ Why did I receive this Notice Regarding the Availability of Proxy materials (Notice)?

In 2007, the SEC adopted new Notice and Access Proxy rules. Companies are now permitted to send the enclosed **Notice** instead of a full printed set of proxy materials. The **Notice** gives you instructions on how to view your company's proxy materials and vote online or how to receive a full set of printed materials by mail.

There are several advantages to your company sending a **Notice** instead of a full set of materials:

- ▶ Increases shareholder value and lowers your company's printing and mailing costs.
- ▶ Reduces environmental impact - saves trees and reduces fossil fuel consumption.
- ▶ Allows faster notification of how to access proxy materials in an easy searchable format.

▶ How do I view the proxy materials online?

Go to www.proxyvote.com and follow the instructions to view the materials. It is necessary to provide the information printed in the box marked by the arrow → located on the **Notice**.

▶ What if I still prefer to receive a paper copy of the proxy materials?

You can easily request a paper copy at no cost. You will need the information on the **Notice** that is printed in the box marked by the arrow → and select one of the three options below.

- ▶ By **INTERNET** at www.proxyvote.com
- ▶ By **TELEPHONE**, toll-free at 800-579-1639
- ▶ By sending an **e-mail** to sendmaterial@proxyvote.com; simply enter the information in the box from the **Notice** in the subject line. No other information is necessary.

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▶ Can I request to receive my proxy materials for future meetings by e-mail rather than receive a Notice?

Yes, you may request to receive proxy materials for all future meetings by e-mail, to do so go to www.proxyvote.com or www.investordelivery.com and follow the electronic delivery enrollment instructions.

▶ How can I vote my shares?

- ▶ You may vote your shares via the **INTERNET** at www.proxyvote.com.
- ▶ It is necessary to provide the information printed in the box marked by the arrow → located on the **Notice**. You are encouraged to read all of the proxy materials before voting your shares as they contain important information necessary to make an informed voting decision.
- ▶ You may vote your shares **BY MAIL** by requesting a paper copy of the proxy materials which includes a proxy card or vote instruction form.
- ▶ You may vote your shares **BY PHONE** by viewing the proxy materials online first at www.proxyvote.com then by using the toll-free number provided or by requesting a paper copy of the proxy materials.
- ▶ You may also vote your shares **IN PERSON** at the company's meeting. Please refer to the proxy statement for specific instructions.

You MAY NOT use your Notice to vote your shares, it is NOT a form for voting. If you send the **Notice** back your vote will not count.

For more information please visit,
www.sec.gov/spotlight/proxymatters/e-proxy.shtml