

General Correspondence such as address changes, name changes, notification of lost certificates, transfers, etc.

Mail to:

Wells Fargo Bank, N.A.
Shareowner Services
Post Office Box 64854
St. Paul, Minnesota 55164-0854

or Hand Deliver to:

Wells Fargo Bank, N.A.
Shareowner Services
161 North Concord Exchange Street
South Saint Paul, Minnesota 55075-1139

Fax to: Shareowner Relations @ 651-450-4033

Contact us via the Internet: www.wellsfargo.com/shareownerservices

**MOST FREQUENTLY REQUESTED REQUIREMENTS
FOR CHANGES OF SHAREHOLDER INFORMATION: 1-800-468-9716**

ADDRESS CHANGES

- Written or verbal notification of address change from the shareholder or the company.
- Written notification should include the shareholder's name, new address, tax identification number, name of company, and certificate number(s) if available, and the shareholder's signature.

TRANSFERS

Routine Transfers

- The stock certificate(s) signed on the back or on a stock power (also known as Assignment Separate from Certificate) exactly as the shareholder name is printed on the front of the certificate.
- The signature should be medallion guaranteed by an eligible financial institution, such as a bank or broker.
- A medallion guarantee ensures that the person requesting the transfer of shares is who they say they are and is an appropriate person to transfer the shares. A notarized signature is not adequate.
- If the shares are held in Joint Tenancy, all holders must sign the stock certificate(s) or stock power and have their signatures medallion guaranteed.
- An instruction letter indicating the name, address, and tax identification number of the new holder.

Individual to Joint Tenants

- The stock certificate(s) signed on the back or on a stock power exactly as the name is printed on the front of the Certificate.
- The signature must be medallion guaranteed by an eligible financial institution.
- An instruction letter indicating names as they should be printed on the new certificate, form of tenancy, the correct address, and tax identification number.

NAME CHANGES

Marriage – Current Name to Married Name

- The stock certificate(s) signed on the back or on a stock power exactly as the name is printed on the front of the certificate, then signed "Now by Marriage" and the married name.
- The signature must be medallion guaranteed by an eligible financial institution.
- An instruction letter indicating the shareholder's name as it should be printed on the new certificate, the correct address, and tax identification number.

Divorce

- The stock certificate(s) signed on the back or on a stock power exactly as the name appears on the front of the certificate.
If the name has changed, also sign "Now Known As" and then the current name.
- The signature must be medallion guaranteed by an eligible financial institution.
- An instruction letter indicating the shareholder's name as it should be printed on the new certificate, the correct address, and tax identification number.
- If the stock is held in Joint Tenancy, both signatures are required and must be medallion guaranteed. If one of the signatures cannot be obtained, a court order directing Wells Fargo Shareowner Services or the company to transfer the shares.

DEATH OF SHAREHOLDER

Certificates Registered in Individual Name

- The stock certificate(s) signed on the back or on a stock power by the legal representative of the estate.
- The signature must be medallion guaranteed by an eligible financial institution.
- A certified copy of the Letters Testamentary dated within 60 days of the transfer (which appoints the legal representative of the estate), if value is over \$6 million.
- An inheritance tax waiver if required by the state of residence of the deceased. If a tax waiver is not required by the state, you must provide Wells Fargo Shareowner Services a copy of the death certificate or an Affidavit of Domicile completed, signed and notarized.
- An instruction letter stating the name, address and tax identification number of the person in whose name the certificate(s) should be issued.

Certificates Registered in Joint Tenancy (transfer to surviving Joint Tenant)

- The stock certificate.
- A certified copy of the death certificate.
- An instruction letter including the name, address, and tax identification number of the remaining tenant.
- An inheritance tax waiver, if required by the state of residence of the deceased. If a tax waiver is not required by the state, you must provide Wells Fargo Shareowner Services a copy of the death certificate or an Affidavit of Domicile completed, signed and notarized.

Certificates Registered in Joint Tenancy (transfer to another Joint Tenant)

- The stock certificate signed on the back or on a stock power by the surviving joint tenant(s).
- The Signature must be medallion guaranteed by an eligible financial institution.
- An instruction letter stating the names of the new joint tenants, and their address and tax identification number.
- A certified copy of the death certificate.
- An inheritance tax waiver, if required by the state of residence of the deceased. If a tax waiver is not required by the state, you must provide Wells Fargo Shareowner Services a copy of the death certificate or an Affidavit of Domicile completed, signed and notarized.

CUSTODIAN ACCOUNT – MINOR REACHES MAJORITY

- A certified copy of the minor's birth certificate, the stock certificate(s) and an instruction letter with the minor's address and tax identification number.

LOST CERTIFICATES

- As soon as the certificate is determined to be missing, written notice including as much information as possible describing the missing certificate, i.e. the company name, registered owner's name, number of shares, certificate number and date of issuance if known, and circumstances surrounding its loss or destruction.
- Wells Fargo Bank as transfer agent will place a stop transfer order on the missing certificate(s). Wells Fargo will correspond with the shareholder regarding replacement procedures. It may be necessary to obtain an indemnity bond at the shareholder's expense, which protects both the issuer and the transfer agent against future claims on the shares. Wells Fargo can provide a bond application form and a bill for the premium to the shareholder. The total fee is approximately 2% of the current market value of the missing shares.