

## Transfer Form - Transfer on Death Registration - Beneficiary Designation

This form is to designate or change your Transfer on Death (TOD) beneficiary(ies) on the applicable account (identified by the Holder Account Number). This TOD account will be subject to the COMPUTERSHARE TOD RULES, which are supplied with this form or available at [www.computershare.com/TOD](http://www.computershare.com/TOD). Please note that the name(s) of the TOD beneficiary(ies) will not appear on your account registration. The account registration will note "TOD ON FILE SUBJECT TO CPU RULES".

Please complete the "Beneficiary Designation" section of this form as follows:

1. Provide the beneficiary details requested for each beneficiary and clearly assign the percentage each such beneficiary is to receive. Such percentages must be whole numbers only (no fractional percentages).
2. If you do not assign percentages to your primary and contingent (if any) beneficiary(ies), then such percentages shall be assigned as set forth and in accordance with the COMPUTERSHARE TOD RULES.
3. If you have more than two primary or two contingent beneficiaries, then provide Computershare with a separate page that is signed, dated and includes all of the beneficiary information requested on the form with respect to your beneficiary designation(s). If you have any questions with regard to the meaning of primary beneficiary and/or contingent beneficiary, then please see Rule 3 of the COMPUTERSHARE TOD RULES.
4. The total primary beneficiary percentage allocation and the total contingent beneficiary (if any) percentage allocation must EACH equal 100%.
5. The beneficiary designation(s) made herein supersede(s) any and all prior beneficiary designations that you have made with respect to this account. If you later wish to remove, change or add beneficiaries, you must complete a new "Transfer Form – Transfer on Death Registration – Beneficiary Designation", listing all beneficiaries and their respective percentages.

Please note that any securities that are evidenced by a physical certificate or certificates must be deposited with Computershare in order to establish a TOD account, and after such certificate(s) is so deposited, such certificate(s) shall be cancelled and the securities will be issued in book-entry form.

If your securities are currently held in certificate form, please send all **original unsigned stock certificates** along with this form. We recommend using registered mail or a courier service that provides a return receipt. We also suggest that you insure the mailing with the carrier for 3% of the stock's market value, which is the approximate cost to replace a certificate in the event that it is lost in transit. If a certificate is lost, please contact us online through the "Contact Us" section of the website to find out the cost and process for requesting a replacement. Lost certificates, if applicable, must be replaced prior to adding beneficiaries.

**Please mail all required documents to:**

**Regular Mail:** Computershare – PO Box 43078, Providence, RI 02940-3078

**Overnight Mail:** Computershare – 150 Royall Street, Suite 101, Canton, MA 02021

Please note that in offering TOD registrations, Computershare is not providing, and does not intend to provide, any legal advice in relation to TOD registrations under applicable state laws. As TOD registrations affect the disposition of the security owner's property at death, you should consult with your attorney or tax advisor to ensure that any such registration is consistent with your estate planning and tax planning objectives.

## COMPUTERSHARE TOD RULES

Pursuant to the Massachusetts Uniform TOD Security Registration Act, transfer agents, such as Computershare Inc. ("Computershare"), may offer TOD registrations and adopt rules by which such registrations will be governed. Accordingly, Computershare has developed these TOD rules (the "Rules") that establish the terms and conditions under which it will receive and accept requests for TOD registrations, and administer such registrations. These Rules may be amended from time to time and will be available online at [www.computershare.com/TOD](http://www.computershare.com/TOD) (the "website"). When you visit the website, please see the "Effective Date" to determine whether the Rules have been changed since you last received or reviewed them. A "Revised" notation will serve as notice to you that a change has been made. A copy of the Rules will be sent to you upon request.

Please note that in offering TOD registrations, Computershare is not providing, and does not intend to provide, any legal advice in relation to TOD registrations under applicable state laws. As TOD registrations affect the disposition of the security owner's property at death, you should consult with your attorney or tax advisor to ensure that any such registration is consistent with your estate planning and tax planning objectives.

**Rule 1 – Permitted TOD Security Owners.** The owner of a security registered in TOD form must be a natural person or natural persons who is or who are, as applicable, domiciled in the United States of America ("U.S.") and holding the security individually or as joint owners with the right to survivorship (i.e., joint tenants or tenants by the entireties). TOD registrations by non-natural persons and non-U.S. persons are not permitted. Registration in TOD form shall be indicated by the abbreviation "TOD". The designation JT TEN (joint tenants with rights of survivorship) or TEN ENT (tenants by the entireties), if applicable, must be included in the registration. If a request for TOD registration in joint ownership does not specify the nature of the ownership, Computershare shall use the JT TEN (joint tenants with rights of survivorship) designation. The designation TEN COM (tenants in common) is not permitted. Please note that any securities that are evidenced by a physical certificate or certificates must be delivered to Computershare for deposit in order for a security owner to establish a TOD account pursuant to these Rules, and after such certificate(s) is so deposited, such certificate(s) shall be cancelled and the securities will be issued in book-entry form.

**Rule 2 – Registration in TOD Form.** Any security owner eligible under Rule 1 hereof to set up a TOD registration, may request such registration in TOD form by providing: (a) an endorsement of the security owner(s) (with acceptable medallion signature guarantee) and instructions designating the TOD beneficiary or beneficiaries; or (b) to the extent that any such security owner is otherwise eligible, an instruction through Computershare's online system(s). With respect to each TOD account that is established pursuant to these Rules, a written statement, which will include the name of and the percentage of ownership for each TOD beneficiary, and whether each beneficiary is "primary" or "contingent," will be sent to the security owner on an annual basis, and will also be available, at any time, upon the security owner's request. Please note that other than the annual statement, any other statement issued, and the corresponding account registration, will not include any names of TOD beneficiaries, but will note in the registration that such information is on file with Computershare (e.g., "TOD on File Subject to CPU Rules"), and may be requested, at any time, by the security owner. For the avoidance of doubt, with respect to any statements, please note that the term "CPU" means Computershare.

**Rule 3 – Permitted TOD Beneficiaries.** An individual or other entity, including, without limitation, trusts, guardianships and corporations, may be a TOD beneficiary. A security owner(s) may name one or more primary beneficiary or beneficiaries and one or more contingent beneficiary or beneficiaries in his, her or their instruction(s) designating the TOD beneficiary or beneficiaries. A security owner(s) is not required to designate any contingent beneficiary or beneficiaries in a TOD registration. As used herein, "primary beneficiary" means an individual or other entity named in a TOD registration that is to receive the securities in the account upon the death of the last surviving security owner if, and only if, such beneficiary has survived all security owners. As used herein, "contingent beneficiary" means an individual or other entity named in a TOD registration that is to receive the securities in the account upon the death of the last surviving security owner if, and only if, there is no surviving primary beneficiary or beneficiaries.

**Rule 4 – UTMA/UGMA Custodians as Beneficiaries.** Custodians under the Uniform Transfers to Minors Act are permitted to be TOD beneficiaries; however, custodians under the Uniform Gifts to Minors Act are not permitted to be TOD beneficiaries.

**Rule 5 – Percentages of Designated Beneficiaries.** When a security owner instructs Computershare to register an account in TOD form, and names multiple primary or contingent beneficiaries, then Computershare, unless otherwise instructed, will treat such multiple primary or contingent beneficiaries, respectively, as owning equal percentages of the security or securities in that account. At the security owner's option, he, she or they may assign unequal percentages among multiple primary or contingent beneficiaries, but each percentage for each such beneficiary must clearly be stated in the security owner's written instructions to Computershare. The total of all percentages for each of primary and contingent beneficiaries must equal 100%. If the assigned percentages do not equal 100%, or if the security owner's instructions regarding the same are unclear, then Computershare will treat multiple beneficiaries as owning equal percentages as described in the first sentence of this Rule.

**Rule 6 – Change or Revocation of TOD Registration.** Change or revocation requires: (a) an endorsement by the security owner(s) (with acceptable medallion signature guarantee) (i.e., the security must be in proper form for transfer) and instructions indicating either a new form of registration or designating a new TOD beneficiary or beneficiaries; or (b) to the extent that any such security owner is otherwise eligible, an instruction through Computershare's online system(s). A TOD registration may not be changed or revoked by will, codicil, telephone conversation or other communication, written or oral. Until the security owner(s) dies, the TOD beneficiary or beneficiaries has/have no rights in or with respect to the security. A written statement, which will include the name of and the percentage of ownership for each TOD beneficiary, and whether each beneficiary is "primary" or "contingent," will be sent to the security owner upon the addition, removal or modification of any TOD beneficiary with respect to such security owner's TOD account. Please note that if a security owner removes all TOD beneficiaries from such security owner's TOD account, then Computershare reserves the right to remove, in its sole discretion, the "TOD" designation from any such account.

**Rule 7 – Deceased Co-Owner.** On the death of a co-owner (joint tenant or tenant by the entirety) of a security registered in TOD form, transfer by the other co-owner(s) requires: (a) an original, or a certified copy of the death certificate of such co-owner or an endorsement by all surviving co-owners (with acceptable medallion signature guarantee); (b) any inheritance tax waivers required or other documents required by Computershare for transfers under its then current procedures; and (c) instructions indicating the new registration, with or without designating a TOD beneficiary or beneficiaries.

**Rule 8 – Transfer to Designated TOD Beneficiary or Beneficiaries on Notice of Death of Security Owner(s).** Transfer requires: (a) an endorsement by the surviving beneficiary or beneficiaries (with acceptable signature verification) and (b) an original, or a certified copy of the death certificate of the owner(s) and (c) any inheritance tax waivers required or other documents required by Computershare for transfers under its then current procedures or other evidence acceptable to Computershare with respect to the beneficiary or beneficiaries and death of the owner(s).

Upon the death of the security owner (or, if co-owners, then upon the death of the last surviving security owner), the security or securities shall be transferred as follows: (a) if a single primary beneficiary has been designated, then the security or securities shall be transferred to the surviving primary beneficiary; (b) if multiple primary beneficiaries have been designated, then the security or securities shall be transferred to the surviving beneficiaries in the percentages as stated in the security owner's request for each such primary beneficiary (if no such percentages are stated, then Computershare will treat multiple beneficiaries as owning equal percentages in accordance with these Rules); (c) if a single primary beneficiary does not survive, then the security or securities shall be transferred to the surviving contingent beneficiaries in the percentages as stated in the security owner's request for each such contingent beneficiary (if no such percentages are stated, then Computershare will treat multiple beneficiaries as owning equal percentages in accordance with these Rules); (d) if multiple primary and contingent beneficiaries have been designated, and no primary beneficiary survives, then the security or securities shall be transferred to the surviving contingent beneficiaries in the percentages as stated in the security owner's request for each such contingent beneficiary (if no such percentages are stated, then Computershare will treat multiple beneficiaries as owning equal percentages in accordance with these Rules); (e) if one of multiple primary beneficiaries does not survive, then the security or securities shall be transferred to the surviving primary beneficiaries in the proportion that their respective securities bear to each other; and (f) if one of multiple contingent beneficiaries does not survive, then the security or securities shall be transferred to the surviving contingent beneficiaries in the proportion that their respective securities bear to each other.

With respect to any transfer of fractional securities, if an issuer-client allows for the ownership of fractional securities, then such fractional securities will be allocated to each TOD beneficiary in accordance with the percentages of ownership that are on file with Computershare. If an issuer-client does not allow for the ownership of fractional securities, then, with respect to each TOD account, if the division of the whole securities would result in fractional securities to be issued to beneficiaries, the sum of all fractional securities will be allocated to the TOD beneficiary with the largest percentage of ownership that is on file with Computershare. In the event that a TOD account has TOD beneficiaries with equal percentages of ownership, then the sum of all fractional securities will be allocated to the first listed TOD beneficiary on the account that is on file with Computershare.

**Rule 9 – Beneficiary or Beneficiaries Does Not Survive the Security Owner(s).** If the beneficiary or beneficiaries does not survive the security owner(s), the security or securities will be treated as belonging to the decedent owner's estate at the death of the owner. Transfer requires: (a) an endorsement by the security owner's executor or administrator (with acceptable medallion signature guarantee) and (b) any other documents required by Computershare for transfers under its then current procedures, which may include evidence satisfactory to Computershare that the beneficiary or beneficiaries did not survive the security owner(s).

**Rule 10 – Dividends, Interest and other Distributions before and after the Security Owner's Death.** Neither the securities issuer nor Computershare shall be responsible to a designated TOD beneficiary or beneficiaries for dividends, interest and other distributions in respect of a security or securities registered in TOD form paid before (and still outstanding at the death of the security owner) and/or after the security owner's death but before the presentation of the security or securities in proper form for transfer.

**Rule 11 – Protections to Computershare and Securities Issuer.** You agree that in offering to register securities in TOD form, Computershare and the securities issuer shall be afforded all protections provided for in the Massachusetts Uniform TOD Security Registration Act. For the avoidance of doubt, Computershare shall have no duty to: attempt to locate any TOD beneficiary or determine whether a non-surviving TOD beneficiary had lineal descendants who survived any security owner; determine any fact or law that would cause any security owner's TOD beneficiary designation to be revoked in whole or in part as to any person because of change in marital status or other reason, or that would qualify or disqualify any person from entitlement to receive a security or securities under a security owner's transfer, or that would vary a distribution provided in that security owner's request; transfer a security or securities to any TOD beneficiary if it receives notice from any claimant as to an interest in such security or securities.

Each security owner agrees that Computershare shall be fully released and discharged from all liability upon payment to the designated TOD beneficiary or beneficiaries and on behalf of himself/herself, his/her estate, heirs, executors, administrators, beneficiaries and assigns to indemnify and hold harmless Computershare, its directors, officers, owners, employees, agents, affiliates, successors and assigns from and against any and all claims, liabilities, losses, costs and expenses (including attorneys' fees) that it may incur by acting in accordance with any such security owner's instructions hereunder.



Name of Current Account Holder

Address

City, State, Zip

Current Holder Account Number

Company Name

Use black ink. Print in CAPITAL letters inside the grey areas as shown in this example.

A B C 1 2 3

Enter a daytime telephone number where you can be reached should we have any questions regarding this Transfer on Death Registration request.

Daytime Telephone Number of Account Owner

Daytime Telephone Number input field

PRIMARY BENEFICIARY DESIGNATION

PRIMARY TOD BENEFICIARY form with fields for Name, Custodian, Address, City, State, Zip, SSN/EIN, and Share Percentage.

SECONDARY TOD BENEFICIARY form with fields for Name, Custodian, Address, City, State, Zip, SSN/EIN, and Share Percentage.

Check this box and attach a signed and dated page to list additional primary beneficiaries.

TOTAL %





# CONTINGENT BENEFICIARY DESIGNATION (if applicable)

**CONTINGENT TOD BENEFICIARY**

Name (First, MI, Last)  
**A**

Name of Custodian if Beneficiary is a Minor (First, MI, Last)  
**B**

Street Address Apt. / Unit Number  
**C**

City State Zip Code

Social Security Number (SSN) or Employer Identification Number (EIN) Share Percentage (0 to 100)  
**D**   SSN  EIN **E**  %

**CONTINGENT TOD BENEFICIARY**

Name (First, MI, Last)  
**A**

Name of Custodian if Beneficiary is a Minor (First, MI, Last)  
**B**

Street Address Apt. / Unit Number  
**C**

City State Zip Code

Social Security Number (SSN) or Employer Identification Number (EIN) Share Percentage (0 to 100)  
**D**   SSN  EIN **E**  %

Check this box and attach a signed and dated page to list additional contingent beneficiaries. TOTAL  %

The undersigned hereby revokes any and all prior designations of a TOD beneficiary(ies) subject to the Computershare TOD rules. The undersigned also understands that he/she may change this TOD beneficiary designation at any time by submitting a new Transfer on Death Registration - Beneficiary Designation Form, or logging into your account at [www.computershare.com/investor](http://www.computershare.com/investor).

**Authorized Signatures** — This section must be signed and stamped for your transfer to be executed.

The undersigned does (do) hereby irrevocably constitute and appoint Computershare as attorney to transfer the said stock, as the case may be, on the books of said Company, with full power of substitution in the premises.

The signature(s) below on this Transfer on Death Registration - Beneficiary Designation Form must correspond exactly with the name(s) as shown on this form, without alteration or enlargement or any change whatever. The below must be signed by all current registered holders, or a legally authorized representative with 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**).

**Required ► Medallion Guarantee Stamp**  
 (Notary Seal Is Not Acceptable)

Affix the medallion stamp below **OR** if your total account value is under \$10,000, and you live in the United States, you may be eligible to utilize the Medallion Waiver option by including a check made payable to Computershare in the non-refundable amount of \$50 along with a copy of a government issued picture identification such as a license or passport. Use this box to record the enclosed check number if electing the option not to provide a Medallion Signature Guarantee stamp.

Signature of All Current Holders or Legal Representatives Date (mm / dd / yyyy)

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