
When transferring stock certificates, please send your original stock certificate and the following directly to Colonial Stock Transfer Co (CST):

- 1. Transfer Instruction Letter:** Include an instruction letter outlining the certificates you would like transferred (See our [Transfer instruction Letter](#)).
 - Please include names, addresses, and Social Security Numbers for all individuals receiving shares and the share amounts they will receive. [Why is this required?](#)
 - For shipping instructions, please see the [shipping information](#) section below.
 - **Cost Basis Information:** Shareholders are now required to send cost basis information regarding their shares pursuant to the new IRS cost basis rules. You can report this information to CST by completing the [Cost Basis Information Form](#) on the 2nd page of the transfer instruction letter or by downloading it separately.
- 2. Payment:** Include a check payable to Colonial Stock Transfer for \$40 for each certificate to be issued and \$2 for each certificate cancelled (if canceling more than 5 certificates) plus any legal fees if the certificate is restricted and the restriction is to be removed (See also [Removing Restrictions](#)).
- 3. Ownership Change Forms:** If the certificate(s) is changing ownership in any way, please ensure that the back of the certificate(s) or [Stock Power](#) is properly endorsed by the authorized person(s) with a [Medallion Signature Guarantee](#). Please be sure to fill in all information when sending stock powers: include the certificate number, number of shares, the name of the security, and the transferees. Please note that we do not accept blank stock powers.

Please see be sure to follow the instructions below when transferring from the following entities:

- **Broker Custodians:** If the certificate is registered in a broker custodian account name, the broker custodian will need to send in a medallion guaranteed stock power, signed by the broker, to transfer ownership back to the beneficiary.
- **Business Entities:** If the certificate is being transferred from a business entity, such as a corporation, partnership or LLC, in addition to sending a stock power, please include a copy of the [Corporate Resolution](#), [Partnership Agreement](#) or [LLC Certification](#), which indicates who the authorized signatories are for that entity.
- **Trusts:** If the certificate is being transferred to or from a trust, please see our [Frequently Asked Questions \(#11 and 12\)](#) for instructions.

4. Deceased Owner Forms: For transfers from a deceased shareholder, see our [Frequently Asked Questions \(#7, 8, and 9\)](#) for instructions on different scenarios.

5. Restriction Removal Forms: For transfers involving restricted legend removals please see [removing restrictions](#).

Colonial usually takes 1 - 3 business days to process your request and return your certificates. Rush requests are processed on the same day that the transfer request is received for an additional \$50.00.

Shipping Information

Colonial strongly recommends having your stock certificates sent and returned via courier service (Federal Express, UPS, etc.) Please send an additional \$25.00 for domestic Federal Express Standard Overnight shipments. If you wish to ship UPS or an alternate courier, disclose your account number to us in your instruction transmittal letter. For international shipments, please contact us for pricing.

Please ensure that you include a valid shipping address if you decide to have your certificates sent via courier (couriers do not deliver to P.O. boxes). If Colonial does not receive payment or a courier account number, we will automatically return your certificates via US mail. Colonial will not be responsible for certificates that are lost in the mail.

Note: For certificates lost via US Mail, replacement fees may be incurred.

For additional information, go to www.colonialstock.com