

STOCK TRANSFER FORM

INSTRUCTIONS: Use this form to request West Coast Stock Transfer ("WCST") to transfer shares of stock to another individual(s) or entity(ies). Do not use this form if you are requesting to transfer shares to a brokerage account or to change the name or contact information on your current registration.

► SECTION 1: CURRENT HOLDER REGISTRATION

Account Registration Name		WCST Account Number	
Address Line 1			
Address Line 2			
City	State	ZIP	Country
Tax Identification Number	Email	Phone Number	

► SECTION 2: SECURITIES PRESENTED WITH TRANSFER

Company/Issuer Name		Issue Type (Common, Preferred, etc.)	
a. Total Certificate Shares	List Certificate Number(s) The original certificate(s) must be presented with the transfer request	x. Certificate Shares to Transfer	
b. Total Book-Entry Shares		y. Book-Entry Shares to Transfer	
c. Total Shares presented with this Request (a + b = c)	(-) [If applicable] d. Certificate balance shares to remain in Transferor's name. Return as: <input type="checkbox"/> New Certificate OR <input type="checkbox"/> Book-Entry (Default)	z. Total Shares to Transfer (x + y = z)	

Optional	<input type="checkbox"/> ALTERNATE TAX LOT ELECTION The tax lots for the shares to transfer will be transferred on a First-In/First-Out (FIFO) basis UNLESS this box is checked <u>and</u> the current holder makes clear and adequate identification of the applicable tax lots in the space below or on separate cover in a timely manner. A tax lot is a record that details a security acquisition and reflect the cost basis for a position. A position may have multiple tax lots. <i>For example, Certificate No. 123 for 200 shares represents 100 shares purchased at \$1.00 per share on January 1, 2015 and 100 shares purchased at \$1.25 on January 2, 2015.</i>
	<input type="checkbox"/> Election will be provided under separate cover.

The next section, titled **SECTION 3: NEW HOLDER ACCOUNT INFORMATION** asks for details about who you are transferring shares to and the reason for the transfer. **If you are transferring to multiple recipients, you will need to provide a separate SECTION 3 for each recipient.** SECTION 3 requires any U.S. person to sign subsection D, titled **SUBSTITUTE IRS FORM W-9**, or provide a separate IRS FORM W-9. A non-US person will need to provide a separate IRS FORM W-8BEN, W-8BEN-E, W-8ECI, W-8EXP, or W-8IMY.

You may wish to consult with your tax advisor on the definition and tax implications for each type of transfer (gift, inheritance, or sale). The cost basis for a gift will be the Fair Market Value (FMV) on the date of transfer unless we are provided with a gift letter. The FMV for publicly traded securities on a particular day is the average of the high and low prices. For additional guidance on FMV, refer to IRS Publication 561. If the transfer code provided is "Other," the cost basis will follow IRS gift rules unless we are provided rationale for the cost basis value provided under separate cover.

▶ SECTION 3: NEW HOLDER ACCOUNT INFORMATION (RECIPIENT)					If transferring to multiple recipients, a separate SECTION 3 page must be completed for each recipient holder.	
★ A. TRANSFER DETAILS						
Transfer Amount (shares)	Transfer Code ^[1]	Date of Death/Gift/Sale	Cost Basis to New Holder (US\$ per share)	Issue New Position As ^[2]	Delivery Method ^[3]	
[1] Transfer Codes: Gift (G), Death/Inheritance (D), Sale (S), Other (O) [2] Position Codes: Book-entry (B), Certificate (C) [3] Delivery Method Codes: USPS First Class (USPS), Express Overnight (EX01), Express 1-3 days (EX02), Will Call (WC)						
★ B. ACCOUNT REGISTRATION TYPE						
<input type="checkbox"/> Individual (RL1)		<input type="checkbox"/> Transfer on Death (TOD) (RL1, RL2)		<input type="checkbox"/> LLC Partnership (RL1, RL4)		
<input type="checkbox"/> Joint Tenants with Rights of Survivorship (RL1, RL2)		<input type="checkbox"/> Corporation (RL1, RL4)		<input type="checkbox"/> Partnership (RL1, RL4)		
<input type="checkbox"/> Tenants in Common (RL1, RL2)		<input type="checkbox"/> LLC C Corp. (RL1, RL4)		<input type="checkbox"/> Trust/Estate (RL1, RL2, RL3, RL6)		
<input type="checkbox"/> Custodial for Minor (RL1, RL2, RL5)		<input type="checkbox"/> LLC S Corp. (RL1, RL4)		<input type="checkbox"/> Other:		
★ C. ACCOUNT REGISTRATION DETAILS						
Account Registration Line 1 (RL1) Name of Individual, Entity, Custodian, Trustee, Executor				State of Incorporation (RL4)		
Account Registration Line 2 (RL2) Name of Joint Tenant, Minor, TOD Beneficiary, Co-Trustee, Cust. Beneficiary				Minor's State of Residency (RL5)		
Account Registration Line 3 (RL3) Name of Trust, Estate				Trust Agreement Date (RL6)		
Address Line 1						
Address Line 2						
City		State		ZIP		Country
Phone Number		Email				
		<input type="checkbox"/> SSN <input type="checkbox"/> Email instructions to setup online access for this account. <input type="checkbox"/> EIN				
Tax Identification Number (TIN) – No hyphen						
★ D. SUBSTITUTE IRS FORM W-9 (instructions available upon request and at www.irs.gov)						
NOTE: U.S. person is an individual who is a U.S. citizen or U.S. resident alien; a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States; an estate (other than a foreign estate); or a domestic trust (as defined in Reg. section 301.7701-7). NOTE: Foreign person. If you are a foreign person do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).						
Tax Identification Number Certification. Under penalties of perjury, I certify that: ① the Tax Identification Number provided on this form is correct (or you are waiting for a number to be issued), ② I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, ③ I am a U.S. Citizen or other U.S. person, and ④ the FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.						
Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.						
Exemptions. (codes are available at www.irs.gov and apply only to certain entities, not individuals)		Exempt Payee Code (if any) 		Exemption from FATCA reporting code (if any)		Not Applicable
The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.						
New Holder Sign Here ▶						
		Signature of U.S. person			Date	

► SECTION 4: AUTHORIZED SIGNATURE(S)

All current owners or authorized individuals must sign and have their signature guaranteed by a member of the Medallion Stamp Program. The undersigned hereby irrevocably constitutes and appoints West Coast Stock Transfer Inc. attorney to transfer said securities on the books of said Company with full power of substitution in the premises.

OWNER ⁽¹⁾	Signature:	<input type="text"/>	▼ MEDALLION SIGNATURE GUARANTEE STAMP ▼ <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
	Print Name:	<input type="text"/>	
	Capacity ⁽³⁾:	<input type="text"/>	
	Date:	<input type="text"/>	

CO-OWNER ⁽²⁾	Signature:	<input type="text"/>	▼ MEDALLION SIGNATURE GUARANTEE STAMP ▼ <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
	Print Name:	<input type="text"/>	
	Capacity ⁽³⁾:	<input type="text"/>	
	Date:	<input type="text"/>	

(1) Owner includes primary account owner, trustee, custodian, executor, authorized individual, or officer.

(2) [if applicable] Co-owner includes secondary account owner, joint tenant, co-trustee, co-custodian, additional authorized individual, or officer

(3) The capacity indicates what authority or control the signor has on the account. For an individual signing on behalf of their own individual account, the capacity would be "Owner." The signer for a corporate account registration would indicate their capacity as an officer such as "President" or "Secretary."

Additional documents that may be needed:

- Physical Stock Certificate(s) (if applicable)
- IRS W9 or other applicable certification form
- Corporate Resolution
- LLC Certification
- Operating Agreement
- Trust Agreement
- Payment

Mail original form(s) to:

West Coast Stock Transfer, Inc.
721 N. Vulcan Ave. Ste. 106
Encinitas, CA 92024



Additional help and tips for completing this form may be found by searching "Stock Transfer Form" at <https://intercom.help/wcsti/en/>

