

## **Instructions to Create a New Dividend Reinvestment Plan Account**

**For shareholders who hold their shares at American Stock Transfer & Trust Company**, you only have to include a “Dividend Reinvestment Plan/Cash Purchase Plan Enrollment Form”. Please include your account number on the form.

**For shareholders who hold shares at a brokerage (like an E\*Trade, Ameritrade, Charles Schwab, etc.),** it involves one more step and a little more paperwork.

First, request a stock certificate for your shares. When that certificate arrives, you’re ready to start the next step.

Three documents have to be filled out and mailed to American Stock Transfer & Trust Company in order to deposit your shares and enroll in the Dividend Reinvestment Plan/Cash Purchase Plan:

1. Stock Certificate
2. Dividend Reinvestment Plan/Cash Purchase Plan Enrollment Form  
(where it asks for account number, please write “New Account”)
3. Letter of Instruction (on next page)

Please mail those three forms to:

American Stock Transfer & Trust Company  
6201 15<sup>th</sup> Ave.  
Attn: DR Dept.  
Brooklyn, NY 11219

American Stock Transfer & Trust Company  
6201 15<sup>th</sup> Ave.  
Attn: DR Dept.  
Brooklyn, NY 11219

Date \_\_\_\_\_

To Whom It May Concern:

Please create a new account for me and deposit this stock certificate.  
Information to create the account is noted below:

\_\_\_\_\_  
(Shareholder Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)                      \_\_\_\_\_  
(State)                      \_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Social Security or Taxpayer Identification Number)

\_\_\_\_\_  
(Shareholder Daytime Phone Number)

Also, please find in this envelope a Dividend Reinvestment Plan/Cash  
Purchase Plan Enrollment Form. I'd like to enroll my shares in the Plan.

Thank you.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)