

Instructions to Transfer Stock

Date _____

Presenter Name _____ Address _____
 Phone _____ Address _____
 E-Mail _____ City, State, Zip _____

Certificates presented to ClearTrust:

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Certificates requested from ClearTrust:

Shareholder Name	Address	Tax ID	Quantity of Certificates	Share Denomination	Gift, Sale, or Inheritance?

**Note: If you do not indicate gift or sale, this item will be treated as a gift for cost basis reporting purposes. See page 2.*

Special Instructions (Check all that apply):

Legend Removal Stock Split/Issuer Name Change Exchange
 Insider/Control Shares Rush

Certificate Delivery Instructions:

Recipient Name _____ Address _____
 Phone _____ Address _____
 Delivery Method _____ City, State, Zip _____
If courier delivery, please provide _____

CONTINUE TO NEXT PAGE...

Instructions to Transfer Stock: Cost Basis Reporting

NOTE: Effective January 1, 2011, all transfer agents and brokers must track and report the cost basis of securities in accordance with the Emergency Economic Stabilization Act of 2008.

If this transfer represents a sale of securities and you do not indicate a specific tax lot in section 1 below, the FIFO method will be used to determine your cost basis. If this transfer is being made in conjunction with an inheritance, cost basis will be equally distributed amongst heirs. If you do not indicate whether or not this transfer constitutes a gift or a sale on page 1, it will be assumed a gift and a fair market value will be assessed for the securities at the date of transfer.

The information collected herein will be reported to the IRS and to all applicable taxpayers with a Form 1099-B. In addition, this cost basis information will be passed through to brokers and other transfer agents as required by law.

Section 1: Cost Basis of Securities Presented for Transfer (Only complete to select specific tax lots. If left blank, FIFO will be used.)

Number of Shares	Date of Acquisition	Cost Basis

Section 2: Cost Basis of New Certificate to be Issued (MUST be completed. Attach add'l sheet for each add'l certificate requested)

Number of Shares	Date of Acquisition	Cost Basis

If this transfer involves an inheritance of securities, indicate the fair market value of the securities as of the date of the death:

\$ _____

Signature of Presenter _____
Date _____

**SEND YOUR TRANSFER PACKAGE TO CLEARTRUST, LLC
17961 HUNTING BOW CIR, STE 102, LUTZ, FL 33558**

QUESTIONS? Check out www.cleartrustonline.com for help!