

DRS/DWAC Deposit Instructions

Background

The DRS System (Direct Registration System) allows shareholders to electronically deposit their stock into a brokerage account from their Colonial Stock Transfer account if the account name, Taxpayer ID, and transfer agent account number match the instructions submitted by the brokerage firm.

The DWAC System (Deposit Withdrawal At Custodian) allows shareholders to electronically deposit their stock into a brokerage account, but requires a signed instruction letter with a Medallion Signature Guarantee to request via DWAC.

The DRS and DWAC systems are only available for a company who has applied for the system. Companies that are listed on Nasdaq or NYSE are required to participate in both systems. Most OTC-listed companies also participate in one or both systems.

How To Deposit Shares To Your Brokerage via DRS

1. Certify your Taxpayer ID with Colonial by logging into your shareholder account online and completing the electronic W-9 Form. Optionally, you can fill out a paper W-9 Form and send it to our office at the address above.
2. Complete page 2 of this form and email it to drs@colonialstock.com.
3. Make payment of \$70 online at <https://www.colonialstock.com/shareholder-payments.htm>
4. Send a copy of your Colonial statement to your brokerage firm and instruct them to request the shares via DRS.

How To Deposit Shares To Your Brokerage via DWAC

1. Complete page 2 of this form and obtain a Medallion Signature Guarantee
2. Send the original form to:
Colonial Stock Transfer
Attn: DWAC Dept.
7840 S 700 E
Sandy, UT 84070
3. Make payment of \$70 by check or online at <https://www.colonialstock.com/shareholder-payments.htm>
4. Send a copy of your Colonial statement to your brokerage firm and instruct them to request the shares via DWAC.

How to Withdraw Shares From Your Brokerage via DWAC:

1. Complete page 2 of this form and email it to drs@colonialstock.com
2. Please instruct your broker to withdraw your shares from the broker via DWAC.

How to Withdraw Shares From Your Brokerage via DRS:

1. No need to complete page 2. Please instruct your broker to withdraw your shares from the broker via DRS. They will send Colonial appropriate transfer instructions into the new name with payment of \$70 via mail.

**COLONIAL STOCK TRANSFER CO, INC.
DRS/DWAC INSTRUCTION FORM**

A. Shares To Be Transferred – *(This section is intended for the use of one shareholder.)*

Issuer/Stock Name	
Stock Type (common, preferred, warrant)	
# of Shares to Transfer	
Shareholder Full Name	
Shareholder Address	
Email	
Phone	
Tax ID/SSN	

B. Delivery Instructions

- DRS Deposit to Broker ***
 DRS Withdrawal From Broker
 DWAC Deposit to Broker
 DWAC Withdrawal From Broker

Broker Contact Person	
Broker Phone number	
Broker Clearing Firm Name	
Clearing Firm DTC Participant #	
Brokerage Account #	

**Please note:* Shareholders may not DRS shares into another person's brokerage account. If you would like to transfer to another individual, you must first perform a separate transfer to that individual and then that individual must DRS the shares into their own brokerage account.

C. Signature(s)

The undersigned does (do) hereby irrevocably institute and appoint Colonial Stock Transfer to transfer the stock listed in Section A to the Brokerage Firm in Section B, as the case may be, on the books of said Company, with full power of substitution in the premises.

Dated _____

Signature

Printed Name

Signature

Printed Name

Transfer fees:
\$70.00 DRS/DWAC Transfer Fee

**MEDALLION SIGNATURE GUARANTEE
ONLY REQUIRED FOR DWAC**

IMPORTANT INFO IF A MEDALLION SIGNATURE GUARANTEE IS REQUIRED – READ CAREFULLY
ALL CERTIFICATES TO BE TRANSFERRED MUST BE INCLUDED WITH THIS STOCK POWER. THE SIGNATURE TO THIS ASSIGNMENT MUST CORRESPOND WITH THE NAME AS WRITTEN UPON THE FACE OF THE CERTIFICATE OR ON THE TRANSFER AGENT STATEMENT IN EVERY PARTICULAR WITHOUT ALTERATION OR ENLARGEMENT OR ANY CHANGE WHATSOEVER. THE SIGNATURE OF THE PERSON EXECUTING THIS POWER MUST BE MEDALLION GUARANTEED BY AN ELIGIBLE FINANCIAL INSTITUTION (COMMERCIAL BANK, TRUST COMPANY, SECURITIES BROKER, CREDIT UNION, OR SAVINGS ASSOCIATION) PARTICIPATING IN A MEDALLION SIGNATURE GUARANTEE PROGRAM. ALL EXISTING REGISTERED OWNERS MUST SIGN. PLEASE SIGN THE NAME EXACTLY AS IT APPEARS ON THE CERTIFICATE OR STATEMENT.
[SEE ALSO: http://www.colonialstock.com/Medallion-Signature-Guarantee.htm](http://www.colonialstock.com/Medallion-Signature-Guarantee.htm)