SECURITIES TRANSFER INFORMATION

Notification of Transfer of all securities will be emailed directly to the State of Florida at <u>ereporting@myfloridacfo.com</u>. The notification will include a list of the securities with their CUSIP, Issue, and Amount of Shares. Please include your Property Identification Number, Holder Name, FEIN, Contact Person Name and Telephone Number. The notification will be sent prior to or with the report.

<u>Common or Preferred Stock and Mutual Funds eligible for DTC/DWAC transfer</u> should be sent directly to: DTC participant 954, State of Florida, Account AUZF8000002. Two days prior to delivery you should email a list of intent to deliver to upch.custody@xerox.com. The list should include CUSIP#, security name, share amount and broker DTC #. The Department's FEIN is 59-6001874.

Dividend reinvestment plans should be terminated by converting the whole shares to common stock and liquidating the partial shares. The whole shares can then be sent via DTC to DTC participant 954, State of Florida, Account AUZF8000002. Partial shares should be sold and the proceeds mailed to the Florida Department of Financial Services, Attn: Bureau of Unclaimed Property, 200 East Gaines St, Tallahassee, FL 32399. A listing containing the following information should accompany the proceeds for partial shares: Name of Security Liquidated, Corresponding Account Number, CUSIP, Quantity of Fractional Shares, and Dollar amount.

Direct Registration/Book-Entry shares are no longer accepted by the Department. These issues of common stock should be transferred via DTC to DTC participant 954, State of Florida, Account AUZF8000002. If the securities cannot be sent via DTC, physical certificates should be registered in the name of 'Florida Department of Financial Services' and mailed to State of Florida, Mellon Security Trust Co, One Wall Street 3rd Floor Receive Window "C", Attn: Mike Visone, New York, NY 10005-2500. Please DO NOT deliver original certificate to the State of Florida with your report. A photocopy should be sent with the original report. Please be advised that certificates registered incorrectly will be returned to you for re-registration and your report will be considered incomplete. Only one certificate should be delivered for each security position reported. Copies of the certificates or a list of the certificates including security name, CUSIP number, share amount, and certificate number should be faxed to 617-722-9660 48 hours prior to delivery.

<u>Securities remitted by certificate</u> should be registered in the name of "Florida Department of Financial Services" and mailed to State of Florida, Mellon Security Trust Co, One Wall Street 3rd Floor Receive Window "C", Attn: Mike Visone, New York, NY 10005-2500. Please follow the same procedure for delivering physical certificates as described under 'Direct Registration/Book Entry Shares' above.

<u>To transfer securities not eligible for DTC</u> issue a physical certificate and follow the same procedures for delivering physical certificates as described under 'Direct Registration/Book Entry Shares' above.

Delivery of Foreign Securities: When attempting to deliver foreign securities, please contact the Department's securities custodian at 617-722-9655 to obtain delivery instructions and account information.

Federal Reserve Book Eligible Securities Delivery Instructions

Federal Reserve Bank of New York ABA#0210-0001-8 BK of NYC/TRUST – FBO - State of Florida; Account # AUZF8000002

Open end Mutual Fund Accounts held for the state of Florida should be registered to the name Mac & Co.

The Department's securities custodian will provide account numbers for all mutual funds that will be transferred to the state's account. Please contact the Department's securities custodian at 617-722-9655 to obtain account numbers prior to attempting delivery.

Please make sure to set up the accounts with phone privileges and a copy of the statement should be sent to both Florida Department of Financial Services, Attn: Bureau of Unclaimed Property, 200 East Gaines St, Tallahassee, FL 32399 and to Xerox State and Local Solutions, 100 Hancock Street, 10 Floor, Quincy, MA 02171, Attn. Custody Department

Mac & Co Mutual Fund Operation FBO State of Florida – AUZF8000002 PO Box 3198 Pittsburgh, PA 15230-3198 FEIN 23-6019000 **Distribution Options:** Income Dividends and Capital Gains should be paid in cash-Do not reinvests

<u>Closed End Mutual Funds Accounts</u> held for the state of Florida should be registered in the name of State of Florida c/o Xerox State and Local Solutions, 100 Hancock Street, 10 Floor, Quincy, MA 02171 FEIN 59-6001874.

If the fund is DTC eligible, please close the account and deliver full shares at DTC# 954 Account # AUZF8000002.

If the fund is not DTC eligible, please close the account and forward certificate for full shares to Xerox State and Local Solutions, Inc, 100 Hancock Street, 10th Floor, Quincy, MA 02171.Partial shares should be sold and the proceeds mailed to the Florida Department of Financial Services, Attn: Bureau of Unclaimed Property, 200 East Gaines St, Tallahassee, FL 32399. A listing containing the following information should accompany the proceeds for partial shares: Name of Security Liquidated, Corresponding Account Number, CUSIP, Quantity of Fractional Shares, and Dollar amount.