



440 East 400 South, Suite 200, Salt Lake City, UT 84111 Phone: (801) 571-8844 Fax: (801) 328-4058

TRANSFER INSTRUCTION LETTER

Presented by:

Name:	
Address:	
City, State, Zip:	
Phone #:	
Email address:	

Date:

Securities presented:

Company name (stock):	
Current Shareholder:	
Address:	
Certificate(s) Number:	
Share Amount	

Issue Instruction:

New Shareholder Name:	
Address:	
Tax ID or SSN #:	
Share Amount:	
Cost Basis (funds exchanged for shares) Book entry position	

Certificate If transferring to multiple shareholders, please complete a separate form for each Shareholder. **

**AN ENDORSEMENT WITH MEDALLION SIGNATURE GUARANTEE IS REQUIRED FOR ANY CHANGE
IN REGISTRATION**

Return Delivery Instructions for New Certificate(s)

Mail to: _____

Delivery Method (FedEx/UPS/Mail): _____ Account # for Overnight: _____

Email address for book entry statement: _____

Fees:

Transfer fee- **\$70.00** per Certificate issued/Book Entry position, **\$5.00** Cancellation per Certificate or Book Entry position, **\$25.00** Restriction Carry per Certificate (if applicable), **\$80.00** Restriction removal fee (additional documents required for Restriction removal). Legal transfer Fee **\$80.00** (Trust, Bereavement, Divorce, Etc.). Certificate delivery fees: Priority Mail-**\$15.00**(USPS), Fed-Ex Saver **\$55.00**, Fed-Ex 2nd day **\$60.00**, Fed-Ex Standard Overnight **\$70.00**, Fed-Ex overnight **\$75.00**. (Effective 10/1/2025)