



EQ Shareowner Services
PO Box 64874
Saint Paul MN 55164-0874
adr.com/bp

Sale Request / Certificate Deposit Form

1. Account Number:

2. Company name or issue of stock you are selling:

3. Names and address as registered on Account:

4. Selling Shares:

Sell **ALL** shares in my account. The Plan will terminate. No additional boxes should be checked.
OR sell a **portion** of shares:

Sell Direct Registration shares.
Number of Direct Registration shares to sell:

Sell Plan shares and terminate the Plan; move remaining full shares to Direct Registration.
Number of Plan shares to sell:

Sell Plan shares and do not terminate the Plan.
Number of Plan shares to sell:

5. Direct Deposit of sale proceeds to a United States bank account: (Direct deposit is optional; review the next page for more information.)

Checking account or Savings account (Include pre-printed voided check or savings deposit slip.)

ABA/Routing Number (begins with 0, 1, 2, or 3)

Bank Account Number

6. **Certificate Deposit:** Deposit the enclosed stock certificate shares into: Direct Registration or Plan
To sell the deposited shares, also complete section 4 above.

7. **Signatures of the Registered Owners:** All owners must sign as they are registered on the account.
If you are signing on behalf of a registered owner or business entity, review the next page for instructions.

Signature

Signature

8. Signatures on Behalf of the Registered Owners or Business Entity: If an owner is unable to sign, a legal representative such as a Power of Attorney, Custodian, or Successor Trustee may sign on behalf of the shareowner. List the title of the legal representative below their signature. Medallion Signature Guarantees can be obtained from financial institutions, including commercial banks, brokers, and credit unions.

If the names on the account need to be changed, or if a registered owner is deceased, a transfer must be completed. You may view instructions and download forms online at adr.com/bp. Under Download Forms, select Stock Power and Transfer Instructions.

Signature: _____

Medallion Signature Guarantee. Note to Guarantor: Medallion stamp must be fully legible and must not be dated or noted.

Title: _____

Signature: _____

Title: _____



Additional information regarding this Sale Request / Certificate Deposit Form

Direct deposit of sale proceeds:

- Provide us your account type, ABA/routing number (begins with 0, 1, 2, or 3), and bank account number.
- Direct Deposit requests must include a corresponding pre-printed voided check or pre-printed savings deposit slip.
- If the names on your bank account do not match the names on your stock account a check will be issued.
- If information is incomplete or inaccurate a check will be issued.
- If Direct Deposit is not offered a check will be issued.
- If sale proceeds exceed \$10,000 a check will be issued.
- The account number in box one must be filled out correctly or a check will be issued.

Certificate deposit:

- It is important that you do not endorse your certificates.
- We recommend using traceable mail and insure the package for 4% of the current marketvalue.

Medallion Signature Guarantee:

- A Medallion Signature Guarantee is a stamp you may obtain from an eligible Guarantor Institution such as a bank or a brokerage firm. To obtain the stamp, you will need to bring the form to the eligible Guarantor and complete this section in their presence.
- We suggest contacting your Guarantor institution for their document requirements to obtain the stamp.
- Please note the stamp must be legible and may not be dated or annotated. A Notary Seal is not a substitute for a Medallion Signature Guarantee.

All requests will be executed in accordance with the terms and conditions defined in your plan documents. Once a sale has been submitted to Shareowner Services, it cannot be modified or cancelled. You are unable to direct the date, time, or price at which the shares will be sold. The share price may fall or rise during the period between a request for sale, it's receipt by Shareowner Services, and the actual sale in the open market. This price risk is assumed by the shareowners.

Mail your completed Sale Request Form to:

EQ Shareowner Services
ATTN: Imaging Services
PO Box 64874
Saint Paul MN 55164-0874

If using a courier, please mail to:

EQ Shareowner Services
ATTN: Imaging Services
1110 Centre Pointe Curve Suite 101
Mendota Heights MN 55120