



GOLDSTAR
TRUST COMPANY

RE: **Change of ownership of a bond currently registered to a corporation**

Dear Sir or Madam:

Please provide the following items in order to change (“transfer / re-register”) ownership of your bond(s):

1. The original bond(s) or acknowledgement of book entry(ies) with the transfer instructions on the back completed, signed and dated by an authorized signer of the corporation.

The transfer instructions must include the following:

- 1) Name(s) of the new owner(s) of the bond.
 - A copy of the first page and signature page of the Trust Agreement is required if transferring into the name of a trust.
- 2) Address to send all checks and correspondence.
- 3) Social Security Number or Tax Identification Number of the new owner of the bond (provide the number of the first person listed if there are multiple owners)
 - ❖ A **Medallion Stamp Signature Guarantee** must be obtained by the authorized signer for the transfer to be processed.
 - ❖ A Medallion Stamp Signature Guarantee can be obtained only from an authorized officer of a member bank of the Federal Deposit Insurance Corporation (FDIC), a trust company, or a member of a domestic stock exchange. **A notary public cannot provide a signature guarantee.**
2. A Corporate Resolution naming the Authorized Signer(s) for the corporation.
3. Transfer fee of \$10.00 per bond.
 - Please make check payable to GoldStar Trust Company.

Once the above documents are received, a new acknowledgement of book entry for each bond being transferred will be mailed to the new owner(s) at the address provided in the transfer instructions.

Please call our Investor Services Department at (800) 486-6888 if you have any questions regarding this matter.

Investor Services Department