

DWAC Checklist for Shareholders

Do you have stock which you want deposited into your brokerage account? Island Stock Transfer can facilitate this process for you via a service called DWAC (Deposit/Withdrawal at Custodian). Basically, stock is electronically transferred from you to your brokerage account.

You will need to do the following:

1. Determine where your shares are.
 - a. If you have a physical stock certificate, you will need to send it to Island Stock Transfer.
 - b. If your shares are in book entry form, proceed to step 2.
2. Medallion Guarantee your stock.
 - a. If you have a physical certificate, take it to your bank or broker and request a Medallion Guarantee Signature Stamp. Sign the back of your certificate, and your bank or broker will affix the Stamp.
 - b. If your shares are in book entry form, please print a stock power (attached hereto), take it to your bank or broker and request a Medallion Guarantee Signature Stamp. Sign the stock power, and your bank or broker will affix the Stamp. You will need to send the original stock power to Island Stock Transfer.
3. Notify your broker that you would like to receive shares via DWAC.
 - a. Your broker will need to know the issuer of the stock, as well as the share amount.
 - b. Your broker will then open up a DWAC transaction request.
4. Send your package to Island Stock Transfer. Your package should include:
 - a. Original Stock Certificate, Medallion Guaranteed OR
 - b. Original Stock Power, Medallion Guaranteed (if book entry stock)
 - c. Letter of Instruction
 - i. Indicate that your stock should be sent via DWAC to your broker.
 - ii. Confirm the name of your broker, the name of the issuer, and the number of shares which should be DWACed.
 - iii. Confirm that you have already notified your broker to open a DWAC transaction.
 - d. Island Stock Transfer
100 Second Avenue South, Suite 705S
St. Petersburg, FL 33701
5. Island Stock Transfer will process the DWAC request when
 - a. We have received your complete package, AND
 - b. Your broker has opened a DWAC request for us to fill

Frequently Asked Questions

How long does it take to get shares into my brokerage account?

The longest part of DWACing shares is getting all the paperwork together and notifying the broker. Once all the prep work is done and Island is able to process the DWAC, the shares will hit your brokerage account same day.

Why is a Medallion Guarantee required to deposit stock at my broker?

A Medallion Guarantee on a Stock Power (or back of certificate) is required any time the registration of the stock changes. In this case, the stock is changing from being in the hands of a registered shareholder to being in the hands of a broker, even though it is going to your account at your broker. Since this is considered a change in registration, a Medallion Guarantee on the Stock Power (or back of the stock certificate) is required.

Can I send a copy of my certificate or stock power?

No. Originals are required.

If an issuer issues stock to me, can I have it DWACed to my broker directly instead of receiving a physical certificate?

Yes. You will need to follow the instructions above assuming the stock is held in book entry. Also, please notify the issuer that you would like to do this so that the issuer can instruct us to issue book entry shares for you pending a DWAC transaction.

Can restricted stock be DWACed?

Yes. However, some brokers will not accept restricted stock. You will need to check with your broker beforehand to ensure that your broker will accept the restricted stock.



STOCK POWER

For value received I/we hereby sell, assign and transfer unto

(Print or Type Name)

(Address of Transferee)

SS# or Tax ID _____

_____ certificate shares of the _____

(Name of Company)

represented by certificate number(s) _____.

The undersigned does (do) hereby irrevocably constitute and appoint Island Stock Transfer to transfer the said stock on the books of said company with full power of substitution in the premises.

Date _____

(Signature of Registered Holder completing the stock power)

(Print Name of Registered Holder)

(Signature of Joint Registered Holder completing the stock power)

(Print Name of Joint Registered Holder)

(Affix Medallion Signature Guarantee imprint

in space to the right)