



Guidelines to Transfer Stock of Deceased Shareholder:

From our website, please download the Waiver of Probate form and an Affidavit of Domicile, which needs to be completed and forwarded to our office. The Waiver of Probate form will allow Island Stock Transfer to accept your instructions on transferring the decedent's stock certificate. Please have this form "Medallion Guaranteed", which is a verification of your signature and can be done at your bank. We recommend bringing your driver's license or passport to your bank and signing the form as it is being witnessed by the bank office performing the guarantee. Along with this completed form, please also forward to us the following:

- The stock certificate.
- Copy of the death certificate.
- Letter of instruction as to how you wish the certificate to be transferred. We will need the name, address and social security number (or tax ID #) of the party(ies) the new certificate is to be issued to. Also please include the mailing address you wish this new certificate to be sent, once prepared.
- Fee Payment (please contact our office for our processing fee)
- A prepaid waybill for FedEx/DHL/UPS or an additional \$35 to courier your new certificate(s) to you.

Please feel free to contact our office should you have any additional questions (727-289-0010 or info@islandstocktransfer.com). Island's mailing address is as follows:

Island Stock Transfer
100 2nd Avenue South, Suite 705S
St. Petersburg, FL 33701