



STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
UNCLAIMED PROPERTY ADMINISTRATION (UPA)

INSTRUCTIONS FOR DELIVERING STOCK SECURITIES

ALL Stock Securities should be registered to:

NAME: **Neary Penco** (UPA's Nominee Name)
TAX ID: **23-6660388**
ADDRESS: **NJ Department of the Treasury**
Unclaimed Property Administration
PO Box 214
Trenton, NJ 08625-0214
ATTN: Reports Section

Regular securities that are Depository Trust Company (DTC) eligible should be sent free receipt or Deposit/Withdrawal at Custodian (DWAC) to the Custodial Agent, US Bank. DTC and DWAC Instructions are included in the Holder Reporting Guidelines.

Always register securities with the P.O. Box 214, Trenton, NJ 08625-0214 address and not the physical address.

To ensure accurate account credit, a list of the securities **must** be e-mailed to either Maricely Pagan or Shaun Tillman at US Bank. When emailing Ms. Maricely or Ms. Tillman you are required to copy the unclaimedreports@treas.nj.gov email address. The list may also be faxed to US Bank at (866) 528-4866 to the attention of Ms. Maricely or Ms. Tillman. If a list is not provided, US Bank has instructions from the UPA to deny the free receipt. This could result in your securities decaying.

The e-mailed (or faxed) list must match the list that accompanies the annual unclaimed property report.

If a reported security is non-transferable because the stock is in the owner's name, it must be reported as property type code SC30 and the physical certificate included with the report. If you are reporting through the UPA's Online Holder Reporting application, please mail any physical stock certificates directly to the UPA at the address above.

Dividend Reinvestment Plan Instructions

Holders reporting dividend reinvestment accounts should be using property type code SC19. The UPA will only accept whole shares for each owner. Fractional shares on the owner level should be liquidated at market value prior to reporting it to the UPA. The resulting cash should be coded as property type code SC09 and reported on the same report as the shares. Please submit payment via check or wire.

DTC Delivery Instructions:

BANK NAME: **US Bank**
PARTICIPATING ID: **2803**
INSTITUTIONAL ID: **26645**
REFERENCE ACCT#: **56-7750-00**
ADDRESS: **EX-PA-WBSP**
50 South 16th St
Philadelphia, PA 19102

ATTN:	Maricely Pagan	OR	Shaun Tillman
PHONE:	(215) 761-9323		(215) 761-9355
EMAIL:	maricely.pagan@usbank.com		shaun.tillman@usbank.com
FAX:	(866) 739-0803		(866) 528-4866

Instructions for physical stock certificates / DRS statements:

All PHYSICAL STOCK CERTIFICATES, DRP, and DRS STATEMENTS should be mailed to the above address (ATTN: Report Section) if using **USPS First Class Mail**.

If using a **courier service**, please send (but DO NOT REGISTER the securities) to:

NJ Department of the Treasury
Unclaimed Property Administration
50 West State Street
6th Floor
Trenton, NJ 08608-1213