

# Morgan Stanley

## Global Stock Plan Services

### Letter of Authorization to Transfer Funds by Wire (USD) to a U.S. Bank/Financial Institution

#### Please Enter All Required Information in English

You must complete, sign and return this form (**prior to 4:00 PM Eastern Time on the trade date**) to authorize Morgan Stanley to transfer funds from your account as specified by you. **Funds cannot be transferred to any account that does not include your name. This is a standing instruction and does not expire. These instructions will remain in place until modified or rescinded by you. The funds will not be wired automatically unless instructed at time of trade.**

This form may be completed online and then printed, signed and submitted to Morgan Stanley. The information you enter online will not be saved. You may also print the document and then enter the information manually.

#### You MUST complete this section.

9 Digits (no dashes)

SS Number \_\_\_\_\_  Global ID Number or \_\_\_\_\_  PUID Number \_\_\_\_\_

COMPANY NAME

3-DIGIT COMPANY NUMBER (OPTIONAL)

#### Part I—Personal Information (Exactly as it appears on your receiving Bank Account Statement)

NAME OF ACCOUNT HOLDER FIRST/GIVEN NAME	LAST NAME/SURNAME	
ACCOUNT MAILING ADDRESS		
CITY	STATE/PROVINCE	ZIP/POSTAL CODE
PREFERRED TELEPHONE NUMBER	ALTERNATE TELEPHONE NUMBER	EMAIL ADDRESS

#### Part II—Intermediary Instructions (If necessary)

Certain institutions require an intermediary bank to process wire transfers. Most commonly required for brokerage accounts outside of Morgan Stanley and Credit Unions. If required, funds will not be wired without this information. See Instructions for commonly required information by bank type (please verify this information with your financial institution):

INTERMEDIARY BANK/FINANCIAL INSTITUTION NAME    INTERMEDIARY BANK/FINANCIAL INSTITUTION ABA FED WIRE ROUTING #    RECEIVING BANK/FINANCIAL INSTITUTION ACCOUNT #

Some banks may require additional information. Please contact your local bank to confirm.

#### Part III—Instructions (Consult your Financial Institution for instructions)

NAME OF BANK/FINANCIAL INSTITUTION	ACCOUNT NAME (EXACTLY AS IT APPEARS ON YOUR ACCOUNT STATEMENT)		
ABA FED WIRE ROUTING # OF RECEIVING BANK/INSTITUTION	ACCOUNT NUMBER FOR DESTINATION ACCOUNT		
ACCOUNT MAILING ADDRESS	CITY	STATE/PROVINCE	ZIP/POSTAL CODE

#### Part IV—Signature

ACCOUNT OWNER'S SIGNATURE (NO ELECTRONIC SIGNATURES) \_\_\_\_\_ DATE \_\_\_\_\_

<p>SIGNATURE VERIFICATION IS REQUIRED FOR EACH ACCOUNT OWNER FOR ALL TRANSFERS. PLEASE ATTACH AN ENLARGED COPY OF THE PRINTED AND SIGNATURE SIDE OF A GOVERNMENT-ISSUED PHOTO IDENTIFICATION DOCUMENT.</p> <p>GOVERNMENT ID MUST MATCH SIGNATURE(S) ON FORM. FORM EXPIRES 30 DAYS AFTER RECEIPT.</p>
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Please mail or fax documents to:  
Fax No.: +1-614-467-4471  
(by regular mail)  
Morgan Stanley, Global Stock Plan Services  
P.O. Box 182616, Columbus, OH 43218-2616  
(by overnight courier)  
Morgan Stanley, Global Stock Plan Services  
4343 Easton Commons, Suite 300, Columbus, OH 43219

## Instructions

**Please use this form to transfer your US dollar proceeds via Fed Funds. This form is not valid for transferring funds in another currency.** This form may be completed online and then printed, but the information will not be saved. If printing the form and then completing, please type or print legibly using block letters. **Example:** A, B, C, 1, 2, 3.

You will need the following information to process this request:

- **Completed Form**
  - Personal information (Exactly as it appears on your Account Statement)
  - Instructions
    - Bank/Financial Institution account information
    - Bank Routing Number (ABA) — Please consult with your bank/financial institution for this information. This is required for ALL transfers. Institutions often use a unique Fed Wire Routing Number that is different from the checking routing number.
  - Your signature
- **Legible copy of a signature ID which shows printed name and signature. If you are faxing this document, please make sure the copy is not too dark as it will not transmit clearly. Documents which are not legible will not be accepted. You may want to make a larger and lighter copy of the identification, and return it with the Letter of Authorization.**
  - Acceptable documents
    - Driver's license
    - Passport
    - Other government-issued identification card or document
  - Unacceptable Documents
    - Company ID Card
    - Credit cards
    - Social Security card

**Completed form and copy of signature verification can be either mailed or faxed to Morgan Stanley.**

Morgan Stanley  
Global Stock Plan Services  
P.O. Box 182616  
Columbus, OH 43218-2616  
**Fax:** +1-614-467-4471  
**Contact Center Phone:** +1-800-367-4777

**Please Note:**

If this form is being submitted as part of a trade, it must be returned to Morgan Stanley prior to 4:00 p.m. Eastern Time on the trade date. If we do not receive and validate your instructions prior to the deadline, your proceeds will be sent to the address on record as a check via first class mail.