



# How Do I Set up Bank or Wire Instructions and Disburse Funds

## Overview

To setup bank or wire instructions, complete the following steps in your Morgan Stanley at Work stock plan account.

1. Login to your stockplan account and click on your profile name and then click on the Manage Banking Information link.

2. Select your Delivery Method and enter the required bank information fields. Delivery Methods may vary based on your country location.

You will also need to complete an additional security verification step. Enter the code and then click the **Save** button.

Security verification

For added security, you need to enter a verification code that we'll send you. How do you want to receive it?  
Standard mobile carrier rates apply.

XXXXXX

Text message

Phone call

XXXXXX

Text message

Phone call

XXXXXX

Text message

Phone call

Verification code:

Undo

Save

3. After you have set up your banking instructions, you will see the option to send your funds to your designated bank when you reach the “Delivery Instructions” step at the end of your transaction.

DemoCorp

Dashboard

Portfolio

Activity

Documents

Dolly

Portfolio

My Equity Awards

ESPP and Cash/Share Holdings

My Equity Awards

Here is a summary of awards you have been granted.

Model future exercises

Display Currency: No Conversion

Transaction View

Current Value

Account Summary

Expired Grants

Options (ISO)									
Grant Name	Employee Grant Number	Grant Price	Options Granted	Options Available For Exercise	Cost to purchase	Estimated Stock Option Benefit	Expire / Cancel Date	ISO Grant Status	
<a href="#">2020 - ISO Option Award</a>	73	\$5.00 USD	1,000	500	\$2,500.00 USD	\$29,352.50 USD	08-Feb-2030	ISO	<div>Exercise</div> <div>Model Exercise</div>
			1,000	500	\$2,500.00 USD	\$29,352.50 USD			

4. Select the disbursement option available to you. If you have already set up your Delivery Method you will see existing bank information. Click the **Continue** button.

Exercise

Exercise Parameters

Order Details

Delivery Instructions

How would you like your proceeds delivered?

☐ ACH (US accounts only) - Average 2-5 business days.

☒ Wire to bank account - Average 1-3 business days.

☐ Wire to bank account - Average 1-3 business days.

☐ Send funds to mailing address - Average 5-10 business days.

Note: The estimated delivery starts on the transaction settlement date.

To what financial institution would you like your proceeds delivered?

☐ Use new banking information

☒ Use existing banking information

Country Bank XXXXXXXXXX131

Please ensure your banking information is correct. We do not verify this information prior to processing your payment and are not responsible for the accuracy of your banking details or for any additional fees or delays due to incorrect information.

Delivery Method: ACH (US accounts only) - Average 2-5 business days.

Bank Account Type: US Bank Account

Financial Institution: Country Bank

Branch: North 1st

Branch Address: 1 Main Street

Account is Denominated in: United States

ABA Routing Number: 444008804

Account Holder Name: Dolly Demo

Account Number: XXXXXXXXXX131

Account Currency: US Dollars

Exit Banking Information

Continue

Exercise Direction Form

Verify

5. After you have set up your banking instructions, you will see the option to send your funds to your designated bank when you reach the “Delivery Instructions” step at the end of your transaction. Click **Accept**.

Exercise

Exercise Direction Form

23-Feb-2022  
TD  
Solum Capital Inc. and its subsidiaries

I, Dolly Demus, wish to exercise the following Employee Stock Options (or any part thereof) as outlined in the table below. The price of these options was set at the indicated grant price(s) also denoted in the table and exercised according to my Stock Option Agreement(s).

Grant Name	Award Type	Grant Price	Grant Date	Units
2016 - Option Award	Option	\$6.42 USD	31-May-2016	100

In accordance with Solum's General Conditions for Use of System and concurrent with the exercise of my options, I hereby authorize the designated broker to sell 100 (or any part thereof) shares of Purdy Enterprises, Inc. at Market. **Unless further advised, these instructions are good through Next Market Close.**

Upon the sale of the 100 shares (or any part thereof), I direct payment be made to Purdy Enterprises, Inc. The aggregate amount that will be paid to Purdy Enterprises, Inc. will be \$642.00 USD (100 shares x the grant price(s)). In the case of a partial fill on the order, the payment to the company will be adjusted to reflect the actual number of shares sold multiplied by the exercise price of the grants exercised.

**The estimated tax liability for this transaction is \$2,051.11 USD**

I also direct Purdy Enterprises, Inc. to release the appropriate number of shares to the designated broker for settlement of this transaction. Once the transaction is settled, I direct the net proceeds of the sale be forwarded to me. In either the currency of the grant or the currency I have indicated within my banking information, by the method indicated below. I understand these proceeds will be less any consideration paid to Purdy Enterprises, Inc., brokerage commissions, exercise fees, tax withholding, and any other fees payable with respect to my transaction. I acknowledge that the funds will be converted to my desired payment currency, if different than the currency of the grant exercised, at the current rate of exchange at the time of fund disbursement or receipt.

I would like my proceeds to be transferred to my account at:  
**Bank Name:** Country Bank  
**Branch Name:** Nashua, NH  
**Branch Address:** 1 Main Street  
**ABA Number:** 444038804  
**Account Holder Name:** Dolly Demus  
**Account Number:** XXXXXXXX3210  
**Currency of Bank Account:** USD  
**Delivery Method:** ACH (US accounts only)  
**Country Account is Domiciled in:** United States  
**Home Location:** Connecticut, United States

In the event of a partial fill on an order, I understand that exercise will fill in the order the grants are displayed in the above table and that the outstanding portion of the exercise and sell instruction will expire on a day order or will be adjusted to reflect the remaining portion on an open order. In the event that the order is expired, I will be required to enter new exercise and sale instructions. I understand that it is my responsibility to ensure Solum Capital Inc. and its subsidiaries properly received the instructions. I also acknowledge that I am responsible for any fees related to the exercise and sale transaction with the exception of any fees related to the delivery of the certificate from Corporate Treasury.

I also hold harmless Purdy Enterprises, Inc., the designated broker, or Solum Capital Inc. and its subsidiaries from any charges levied by my financial institution with respect to direct deposits to my bank account. Solum Capital Inc. and its subsidiaries ("Solum") does not provide investment advice with respect to the purchase or sale of securities. You therefore will receive no investment advice from Solum concerning the purchase or sale of securities and are solely responsible for assessing the appropriateness of any transaction through your Solum account without the benefit of the assistance of a broker or dealer. If you wish to receive any form of investment advice in connection with the purchase or sale of securities, it is your responsibility to contact your own broker or dealer for investment advice.

Previous

Accept

Go Back

6. **Verify** all the information for your Exercise or Sale transaction. **Agree** to the terms of the transaction by clicking the check box then click “**Submit Exercise**” (for exercises) or “**Submit Transaction**” (for sales). Once submitted, you will be provided with a confirmation ID.

Exercise

Exercise Direction Form

Verify

Exercise Parameters

Exercise Method:

Exercise options and sell all shares on the exchange

Grant:

2020 - ISO Option Award

Grant Price:

\$6.42 USD

Quantity Exercised:

100

Home Location:

Connecticut, United States

Account Number:

CS-03855-99

Summary

Total Exercised100

Sale Breakdown

Shares Sold

100

Estimated Sale Price

\$6383.63

Estimated Gross Proceeds

\$6383.63

Cost of Options

\$642.00

US Federal Tax

\$216.77

State Tax Withholding

\$399.90

Medicare Tax Withholding

\$134.44

Estimated Net Proceeds

\$3,069.89

All values are estimates

All currency values are in USD

Order Details

Instructions:

Sell CNYSE

Order Quantity:

100

Proceeds Delivery Method: ACH (US accounts only) - Average 2-5 business days

Banking Information:

Delivery Method:

ACH (US accounts only) - Average 2-5 business days

Bank Account Type:

US Bank Account

Financial Institution:

Country Bank

Branch:

Nashua, NH

Branch Address:

1 Main Street

Account is Domiciled in:

United States

ABA Routing Number:

444038804

Account Holder Name:

Dolly Demus

Account Number:

XXXXXXXXXX3210

Account Currency:

US Dollars

Contact Information

Company Managed Phone Numbers:

Work:

918

Home:

555555212

Mobile:

N/A

Personal Phone Numbers:

Change Contact Information

You are transacting on line with facilitation from the Solum system. Use of the system does not directly or indirectly transfer any liabilities associated with your trade to Solum. Solum does not provide trade management or interpretation of your plan rules. Solum will not be liable for any opportunity cost or loss resulting from a cause which Solum does not have absolute control. This includes trades that are requested near to market close and do not make it to execution due to transaction queuing. Thus, to the maximum extent permitted by law, Solum will not be liable for any consequential, incidental, special, direct or indirect damages, including but not limited to lost profits, trading losses or damages that result from completing this transaction.

View General Conditions for use of System

By checking the box, I confirm that I have read and accept the On-Line Disclaimer and General Conditions for Use of System.

Submit Exercise

Go Back

How to Setup Wire Instructions

## Have Questions?

Call

**Toll-Free:**

+1 866 722 7310

**Hours:**

Monday to Friday -8:00 a.m. to 8:00 p.m. EST

**Toll Line:**

+1 801 617 7435

**Hours:**

Monday to Friday -8:00 a.m. to 8:00 p.m. EST

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