

# How to Transfer Shares out of your StockPlan Connect Account (as a gift or other)



## *Transferring shares to an account in your name*

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To authorize Morgan Stanley to transfer shares from your Amazon stock plan account to another account in your name, first complete Morgan Stanley's **Letter of Authorization for Stock Transfer Form (below)**. We recommend completing the forms electronically to avoid unreadable handwriting.

- Delivery to U.S./Canadian Financial ([PDF](#), [MS Word](#))
- Delivery to Non-U.S./Non-Canadian Financial Institutions ([PDF](#), [MS Word](#))

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### **Mail or fax completed forms to:**

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

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Once Morgan Stanley receives your completed Letter of Authorization for Stock Transfer Form, a Morgan Stanley representative will reach out to you within 1-2 business days (by phone) to satisfy **verbal verification requirements**.

*On average, the Transfer of Assets process takes 7-10 business days.*

### ***Transferring or gifting shares to a third party***

To transfer shares to a third party or to an account with a name *different* from that of your Morgan Stanley account (for example, a trust or a charitable donation), follow steps 1-3 above and also **include a copy of the printed and signature side of a government-issued identification document**, with all details clearly visible. We recommend enlarging the copy.

**NOTE: Transfers of shares to a Donor-Advised Fund or a charity are subject to Amazon's Insider Trading Policy.**

Please contact Amazon's Legal Department at [stockpolicy@amazon.com](mailto:stockpolicy@amazon.com) if you wish to make a gift of Amazon securities and are subject to the trading window or preclearance. If you are subject to the trading window, you must make gifts of Amazon securities only during the trading window unless you can make certain legal representations concerning the gifted shares.

Morgan Stanley Smith Barney LLC ("Morgan Stanley"), its affiliates and Morgan Stanley Financial Advisors or Private Wealth Advisors do not provide tax or legal advice. Clients should consult their tax advisor for matters involving taxation and tax planning and their attorney for legal matters.

## Need Help?

Simply call a Morgan Stanley Service Center:

### AMERICAS/U.S. SERVICE CENTER

#### Direct dial

+1-801-617-7471

#### Hours

8:00 A.M. to 8:00 P.M. ET  
(Eastern Time)  
Monday through Friday

#### Canada, Mexico, United States

(Toll-free) +1-866-533-2575

#### Brazil

(Toll-free) 08000258632

#### Chile

(Toll-free) 123-0-020-3394

#### Colombia

(Toll-free) 01-800-518-4787

#### Costa Rica

(Toll-free) +1-877-392-2502

#### Argentina

(Toll-free) 08002665233

#### Staffed languages

English, Spanish plus translation  
available in 200+ languages through  
Language Line Solutions

### EMEA SERVICE CENTER

#### Direct dial

+1 801 617 7746

#### Hours

9:00 A.M. to 5:30 P.M. EET  
(Eastern European Time)  
Monday through Friday

**Austria, Belgium, Czech Republic,  
Denmark, Finland, France, Germany,  
Ireland, Israel, Italy, Luxembourg,  
the Netherlands, Norway, Poland,  
Portugal, Slovakia, South Africa, Spain,  
Sweden, Switzerland, United Kingdom**  
(Toll-free) +800 6666 9999

#### Bahrain

(Toll-free) +800 0006 393

#### Jordan

(Toll-free) +080022436

#### Morocco

(Toll-free) +002 11 0011, when  
prompted, 8552907697

#### Romania

(Toll-free) +0800672625

#### Saudi Arabia

(Bharti Airtel, Mobily, Zain Toll-free)  
+8008500442  
(STC Saudi Toll-free) +8008442619

#### Turkey

(Toll-free) 00 800 4488 20347

#### United Arab Emirates

(Toll-free) +800 0444 9712

#### Staffed languages

English, Spanish, German, French, Italian  
plus translation available in 200+  
languages through Language Line  
Solutions service

### ASIA PACIFIC SERVICE CENTER

#### Direct dial

+613 9188 2064

#### Hours

10:00 A.M. to 6:00 P.M. AEST  
(Australian Eastern Standard Time)  
Monday through Friday

**Australia, Hong Kong, Japan, Malaysia,  
New Zealand, Philippines, Singapore,  
South Korea, Taiwan, Thailand**  
(Toll-free) +800-2484-5555

#### China

(Toll-free) 00 800 2484 5555

- or -

Amazon Network Phone: 8000 (Toll-free),  
Morgan Stanley queries: Option 1

- or -

Mobile Phone: 400-910-5681, Morgan  
Stanley queries: Option 1

#### India

(Toll-free) +0008004402486

#### Indonesia

(Toll-free) 001803852926

#### Vietnam

(Viettel Toll-free) 00 122 80659 (VNPT Toll-  
free) 00 120 32167

#### Staffed languages

English, Cantonese, Mandarin and  
Japanese plus translation available in 200+  
languages through Language  
Line Solutions