

**STOCK POWER AND TRANSFER REQUEST FORM**

**1. FROM CURRENT OWNER(S)** \_\_\_\_\_

Account No. \_\_\_\_\_ Tax ID (SSN) \_\_\_\_\_ Phone No. \_\_\_\_\_

\_\_\_\_\_ ALL shares of common stock of Crescent Banking Company (CBC) **OR** \_\_\_\_\_ (specify number) shares of

common stock of CBC, represented by Certificate No(s) \_\_\_\_\_ (if applicable) and/or shares of stock in book-entry form standing in the name of the undersigned on the books of said Company. The undersigned does (do) hereby irrevocably constitute and appoint CBC Shareholder Services attorney to transfer the said stocks on the books of the Company with full power of substitution in the premises.

**2. TO FOR VALUE RECEIVED, the undersigned does (do) hereby sell, assign and transfer to the following (COMPLETE ONLY ONE: SECTION A, B, C, D OR E)**

**A. Individual Account OR Joint Account**

Owner's Name \_\_\_\_\_ Owner's Social Security Number \_\_\_\_\_ Joint Owner's Full Name (if applicable) \_\_\_\_\_

**B. Estate Account**

Executor's Name \_\_\_\_\_ Estate of \_\_\_\_\_ Estate Tax ID Number \_\_\_\_\_

**C. Custodial Account**

Custodian's Full Name (only one) \_\_\_\_\_ Minor's Full Name (only one) \_\_\_\_\_ Minor's Social Security Number \_\_\_\_\_ Minor's State of Residence \_\_\_\_\_

**D. Trust Account**

Trustee Name(s) \_\_\_\_\_ Name of Trust \_\_\_\_\_ Trust Date \_\_\_\_\_ Trust Tax ID Number \_\_\_\_\_

**E. Transfer on Death (TOD) Account**

Owner's Full Name (must be a natural person) \_\_\_\_\_ Owner's Social Security Number \_\_\_\_\_ One Beneficiary Only \_\_\_\_\_

**3. NEW OWNER ADDRESS** \_\_\_\_\_

**4(a). SIGNATURE OF CURRENT OWNER(S) -- Signature(s) must correspond with account registration**

X \_\_\_\_\_ X \_\_\_\_\_  
Joint Owner (if applicable)

**4(b). SIGNATURE if Not Current Owner -- MUST CHECK CAPACITY, IF OMITTED, REQUEST WILL BE REJECTED**

X \_\_\_\_\_

- Administrator  Conservator  Custodian  Executor  Guardian  Trustee  Personal Representative
- Surviving Joint Tenant  Appropriate Person by Small Estate Affidavit  Corporate Officer  Power of Attorney
- Designated by Court Order  Beneficiary under TOD  Former Minor Who Has Reached Age of Majority  General Partner

**SIGNATURE(S) MEDALLION GUARANTEED**

THE SIGNATURE(S) MUST BE GUARANTEED BY AN ELIGIBLE FINANCIAL INSTITUTION WITH MEMBERSHIP IN AN APPROVED SIGNATURE MEDALLION GUARANTEE PROGRAM PURSUANT TO SEC RULE 17AD-15. APPROVED PROGRAMS INCLUDE: *New York Stock Exchange, Inc. Medallion signature program; Stock Exchanges Medallion Program; Securities Transfer Agents Medallion Program*

TRANSFER REQUESTS WITH NOTARIZED SIGNATURES WILL BE REJECTED



Mail: P. O. Box 2020, Jasper, GA 30143

Courier: 7 Caring Way, Jasper, GA 30143, Telephone 678.454.2266

**ATTACH ALL CERTIFICATES TO BE TRANSFERRED**  
CBC Shareholder Services is a Paperless Legals Agent (PLA)

(1/2007)



## WHAT CBC SHAREHOLDER SERVICES REQUIRES TO PROCESS A TRANSFER REQUEST

CBC Shareholder Services is a Paperless Legals Agent (PLA)

### ALL Transfers

- Signature of person or entity requesting transfer should be Medallion guaranteed.\* If signer of request is other than owner, **MUST** indicate capacity in which signing.
- For decedent transfers, an Inheritance Tax Waiver must be provided if it is required by the decedent's state of residence.

\*Eligible guarantor institutions include banks, savings and loans, broker-dealers or credit unions that are currently members of an approved signature Medallion program. **Guarantors are required to maintain all legal paperwork that supports the affixing of the Medallion.**

### TRANSFER REQUEST STEPS

- Step 1** Identify TOTAL number of shares to be transferred  
+ Certificate shares (paper form) **BE SURE TO ATTACH**  
+ Crescent Banking Company Dividend Reinvestment and Stock Purchase Plan shares (book entry form)  
+ Direct Registration shares (book entry form)  
= **TOTAL SHARES TO TRANSFER**
- Step 2** Contact the financial institution or broker-dealer where you intend to obtain the signature Medallion guarantee. Ask the institution to tell you the specific documents you need to bring with you in order to obtain the Medallion.
- Step 3** If shares are being transferred from a deceased owner, contact state department of taxation of revenue to determine if you need to provide an Inheritance Tax Waiver from state tax authorities before the assets in the deceased's estate can be transferred. This requirement is imposed by state law. Guarantors do not retain Tax Waivers which should be attached to the Stock Power.
- Step 4** Fill out all sections of the Stock Power but **DO NOT SIGN.**
- Step 5** Go to financial guarantor institution.
- Bring the legal documents you were told were required.
  - Have the legal documents reviewed.
  - Sign the Stock Power in the presence of the official who will guarantee signatures by placing the Medallion in the space provided.
  - **IMPORTANT:** If you are **NOT** the registered owner and are signing in an agent capacity, you **MUST** sign and place a check next to your capacity on the Stock Power in the presence of the financial institution for them to place the Medallion next to your signature.
  - **GUARANTOR INSTITUTIONS ARE REQUIRED TO MAINTAIN ALL SUPPORTING LEGAL DOCUMENTATION.**
- Step 6** Prepare transfer request package for mailing
- Include certificates, if any. Do not endorse or sign the certificates. Insure certificates for 2% of the market value.
  - Include completed Stock Power with signature Medallion guaranteed.
  - Include Inheritance Tax Waiver (if required).
  - Include IRS Form W-9 – Taxpayer ID No. and Certification, signed by the new owner.
  - Do not mail supporting legal documentation other than Tax Waiver, if required. CBC Shareholder Services will not review or return other documentation.
  - Mail the transfer request to CBC Shareholder Services
    - Mail: P. O. Box 2020, Jasper, GA 30143.
    - Courier: 7 Caring Way, Jasper, GA 30143, Telephone 678.454.2266.

### LAST STEP QUESTIONS

1. Is the signature on the Stock Power medallion guaranteed?
2. If you are not the registered owner and signed the Stock Power, did you place a check next to your capacity to act and have your signature Medallion guaranteed?
3. If owner is deceased, did you include an Inheritance Tax Waiver if required by state law?
4. If there are any certificates to transfer, did you include them in your package?
5. Did you remember that LEGAL DOCUMENTATION WHICH ACCOMPANIES A TRANSFER REQUEST TO CBC SHAREHOLDER SERVICES WILL NOT BE REVIEWED OR RETURNED?



### **GENERAL TRANSFER INFORMATION**

#### **CBC Shareholder Services is a Paperless Legals Agent (PLA)**

The transfer of securities is a legal act. Owners or their agents should obtain expert advice.

Transfers require that a **new** account be established unless transferring to an existing registered account. The new account owner should submit a completed and signed IRS Form W-9 or taxes on disbursements will be withheld.

Crescent Banking Company Dividend Reinvestment and Stock Purchase Plan shares that are transferred are automatically enrolled as full reinvestment until instructed otherwise by the new account owner.

Do not endorse certificates. Send them via courier or registered mail and insured for 2% of the market value.

If certificates are **lost**, contact Shareholder Services at 678.454.2270 or 1.800.872.7941.

### **WHAT GUARANTOR INSTITUTIONS GENERALLY REQUIRE TO GUARANTEE A SIGNATURE**

Before having the signature on the Stock Power Medallion guaranteed, we **recommend** that you contact the financial institution to confirm the supporting legal documentation you should bring with you that is required for the institution to apply a guarantee.

**Guarantors are required to keep supporting legal documentation required to support the affixing of the Medallion.**

- **Individual Account when stockholder is deceased:** Certified copy of death certificate and certified copy (raised seal) of Court Appointment/letters Testamentary.
- **Joint Tenant Account when one joint tenant is deceased and shares are being transferred to surviving joint tenant:** Certified copy of death certificate and Affidavit of Domicile.
- **Custodial Account when minor comes of age and shares are being transferred into a married name or otherwise changing the registration such as adding a joint owner:** Copy of birth certificate or passport.
- **Name changes due to marriage, legal name change, divorce:** Signature on stock power is current legal name and the former name on account. Example: "Paula Miller Formerly Paula Jones." Divorce related to a joint account: Certified copy of divorce agreement which details how shares are to be awarded **OR** both owners must have their signatures on the Stock Power Medallion guaranteed.
- **Trust Account when there is a successor trustee:** Certified copy of death certificate of trustee or letter of resignation from trustee; copy of page of trust document that specifies successor trustee.
- **Corporate Account:** Corporate resolution with raised seal that identifies individual empowered to sell or transfer shares, and the individual identified in the resolution has his/her signature on the Stock Power Medallion guaranteed.
- **Using a Power of Attorney:** Court certified copy of instrument creating power or attorney with language permitting the attorney to transfer shares **OR** county court clerk stamp on instrument that it is still in full force and effect **OR** copy of the agreement with signature of principal or agent with Medallion guarantee.

### **GUARANTOR INSTITUTIONS ARE REQUIRED TO MAINTAIN ALL SUPPORTING LEGAL DOCUMENTATION**