

## **Transfer Procedures To and By Executors & Administrators**

1. **Evidence of appointment of Incumbency.** Where a fiduciary is:
  - (a) Court appointed, either of the following, dated within 60 days prior to the date of transfer,
    - i. A copy of the order or other court document of appointment, certified by a court official.
    - ii. A statement evidencing the appointment, certified by a court official.
  - (b) Not court-appointed, either of the following dated within 60 days prior to the transfer date.
    - i. A copy of the Last Will and Testament, which does not have to dated within 60 days.
    - ii. A statement by an acceptable financial institution to the effect that the person endorsing the security is the described fiduciary.
    - iii. Endorsement of the certificate(s) by the Executor or administrator with a Medallion Signature Guarantee by a commercial bank, trust, or brokerage firm.
  
2. **Evidence of Death.** A certified copy of the following:
  - (a) A death certificate or a probate certificate showing appointment of an executor or administrator for the decedent's estate.
  
3. **Inheritance Tax Waiver and Affidavit of Domicile.**
  - (a) Affidavit of Domicile or a statement of "no tax due" in lieu of an inheritance tax waiver.
  
4. **A Stock Power.**
  - (a) Complete with the executor's signature.
  - (b) A Medallion Stamp is required; you may obtain this from your local commercial bank, trust, or brokerage firm.
  
5. **The Original Certificate.**
  - (a) If you do not have the original certificate you must contact us at the number below.  
A copy will not be accepted.
  
6. **A transfer fee made payable to Securities Transfer Corporation.**
  - (a) Please contact us for a formal quote.
  - (b) A check, money order, or a cashier's check will be accepted. US dollars please!

*Please send everything to:*

**Securities Transfer Corporation  
2901 N Dallas Parkway, Suite 380  
Plano, TX 75093**

**Phone: 469-633-0101**