



MEDALLION STAMP CUSTOMER CHECKLIST

Valley Bank is providing this checklist to assist our customers with the preparation of documents requiring a Medallion Signature Guarantee.

A Medallion Signature Guarantee can only be done by certain officers of Valley Bank at our Main Office (1307 E. Main Ave, Puyallup, Washington (253)848-2316) and Kent Branch (124 4th Ave. So., Ste 100, Kent, Washington (253)852-4609). To assure a Medallion officer will be available to help you with your request, please call and schedule an appointment before your visit.

You must be a customer in good standing with Valley Bank before this service will be extended. We do not guarantee signatures for non customers. **A \$25 fee will be charged for a Signature Guarantee.**

Before a Signature Guarantee can be provided, the following must be presented to the officer:

- The bank officer will verify that you are a customer in good standing. Please have your account number(s) available.
- The officer must verify the signature is genuine, please do not sign the document(s) before you arrive. In addition, 2 forms of identification, one primary (Drivers license, passport, state I.D. card) and one secondary (valid major credit card, current bank debit card) are required to verify identity and that the appropriate person is signing.
- The most recent statement for the securities to verify balance amounts and account numbers related to the trade or instruction letter. Our Medallion Stamp covers up to \$100,000.00 in value, therefore we are unable to guarantee any transfers for a stock for a greater value.
- Physical Stock Certificate.
- If stock is involved in the transaction we will need a stock price as of the day we are stamping your documents. You can get this information from numerous web sites or your broker can fax us the value. Suggested sites are STAMPeSource.com, NASDAQ.com aol.com, Bloomberg.com, NYSE.com and MoneyCentral.msn.com. You may also copy the Wall Street Journal or USA Today.
If you are signing in a capacity other than for yourself such as Executor, Guardian, Administrator, Trustee we need the supporting document to verify your authorization. Please make arrangements to fax these documents ahead as we will need to read them and possibly seek legal advise depending on the complexity.

Legal supporting documents may include:

Death Certificates

Letters of Testamentary

Trust Document

Wills

Affidavit of Domicile

The Medallion Imprint **will only be used** on transactions that involve the sale, transfer, redemption or liquidation of securities.

If you have any questions, please call a Medallion Officer who will be happy to assist you.