

# How to Transfer Amazon Shares Out of Your Morgan Stanley at Work Stock Plan Account

You may transfer or gift Amazon shares from your stock plan account to another account in your name, or to a third party (individual, charity, trust, etc.). The process depends on the value of your share transfer, and the location and type of the receiving account. For estate account questions, please contact the Morgan Stanley Service center. See contact information on [page 7](#) below.

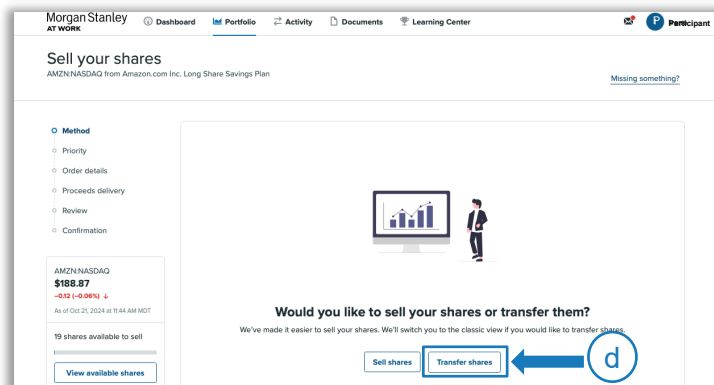
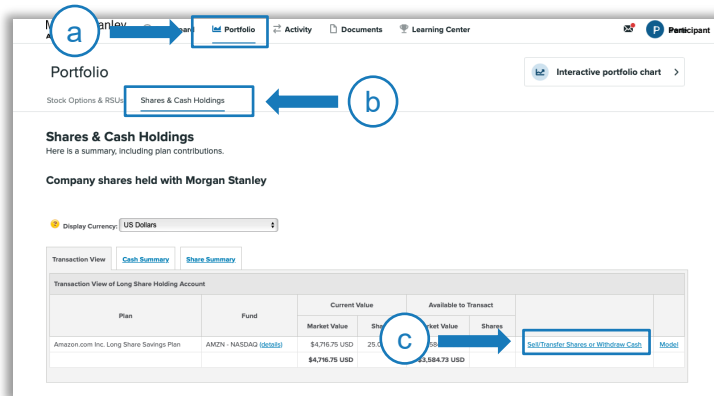
## Transfers or Gifting of Shares to a Third Party, Donor-Advised Fund, or Charity, are Subject to Amazon's [Insider Trading Policy](#)

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

## Transfer Instructions for Same Name, 3<sup>rd</sup> Party Name, and Gifting (in the U.S. and Canada)- For Non-U.S. Transfers Skip to [Page 5](#)

1. To get started, go to the [Portfolio](#) page of our account. Select the [Shares & Cash Holdings](#) tab then click on [Sell/Transfer Shares](#) to the right of shares you want to transfer.

On the next screen, select [Transfer shares](#).

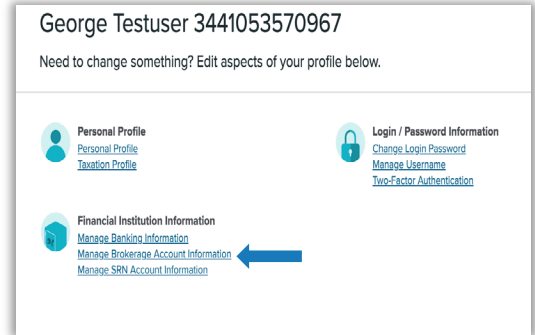
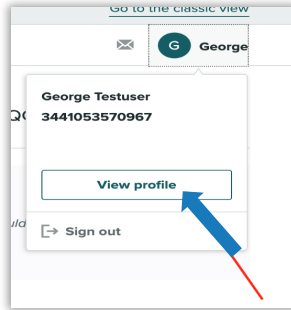


**Steps 2a-4a: Share Transfer Instructions for Same Name Account in U.S. or Canada**

**FOR SAME NAME TRANSFERS ONLY:** Before you start any transactions, you must add/edit standing brokerage instructions for share transfers.

Go to your **Profile** by clicking your name in the top right corner of the screen. Click **View Profile** then select **Manage Brokerage Account Information** under the Financial Institution Information.

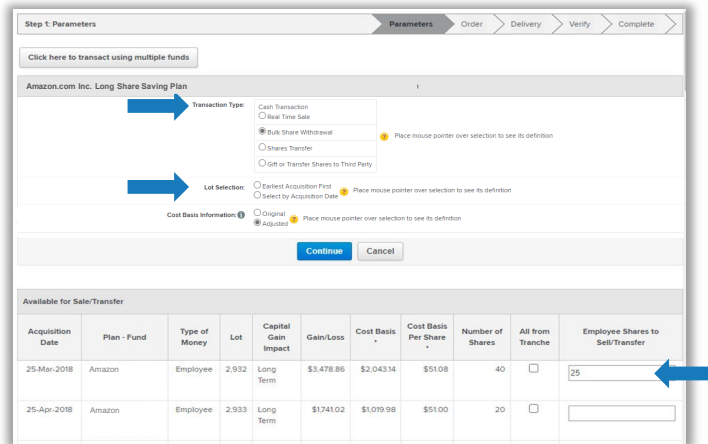
**NOTE:** Same name transfers cannot be made to other Morgan Stanley accounts in your name.



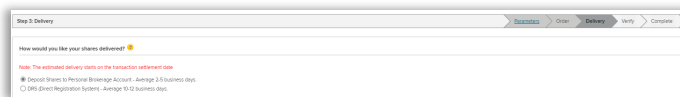
- 2a. Under **Transaction Type**, choose **Shares Transfer**. Then under **Lot Selection**, select **Earliest Acquisition First** to have your oldest shares leave your account first. Or, if you want to elect shares with a specific cost basis to be transferred, choose **Select by Acquisition Date**.

Next, enter the number of shares you wish to transfer in the **Available for Sale/Transfer** section.

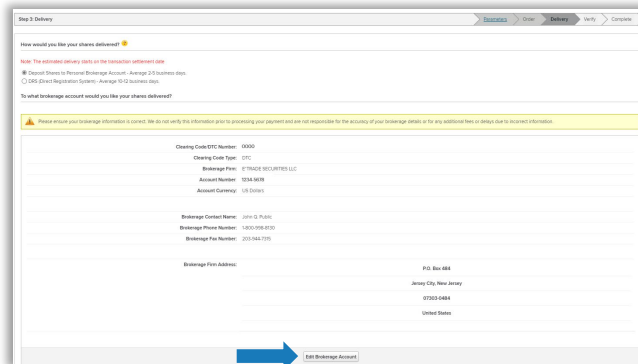
**NOTE:** Original or adjusted cost basis is for display purposes only when selecting your lot.



- 3a. When prompted as to how you want shares delivered, choose the option appropriate for your account.



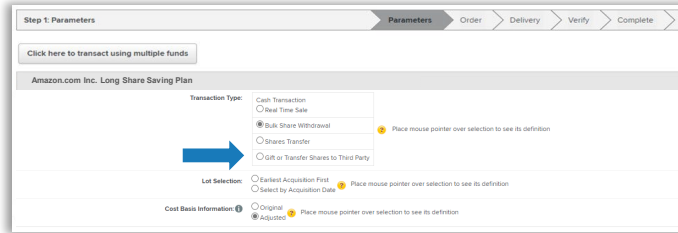
- 4a. Next, the brokerage account you previously added will automatically be selected if you choose to deposit shares to a personal brokerage account. If you need to make changes, click on **Edit Brokerage Account**.



Steps 2b-4b: Share Transfer Instructions for 3<sup>rd</sup> Party Name and Gifting in U.S. or Canada

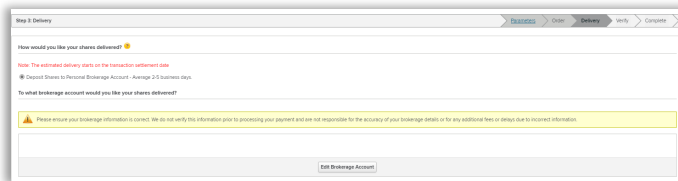
2b. If “**Gift or Transfer Shares to a Third Party**” was selected in the in previous step of “**Transaction Type**”, follow the steps below.

**NOTE:** Original or adjusted cost basis is for display purposes only when selecting your lot.

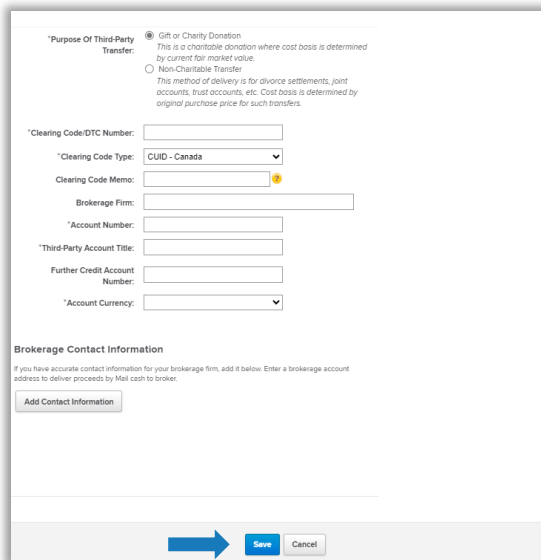


3b. You will only be presented with the option to select **Deposit Shares to Personal Brokerage Account**, and you will be prompted to input brokerage instructions by selecting **Add Brokerage Account**.

**NOTE:** Brokerage instructions will not be stored for gifting/third party transfers so you will always be prompted to input brokerage instructions when gifting shares or sending to a third party.



4b. Add the details for the account you wish to transfer to then click **Save**.



- Click the transfer information and enter your account password to verify your identity, then [click the General Transaction Agreement box](#). Once complete, click [Submit Transaction](#).

The screenshot shows the 'Transact' screen with the following details:

- Clearing Date Type:** DTC
- Clearing Code:** 0000
- Clearing Date Month:** 01/24/2023
- Account Number:** 1234-5678
- Account Currency:** US Dollars
- Address:** P.O. Box, Amazon, City, TX 77002-0884, Amazon State

**Employee Address:** Employee Address: 1 Main St, 00000, NY 11111, United States

**Link Transfer to List:**

Acquisition Date	Lot	Type of Money	Capital Gain Impact	Gain/Loss	Cost Basis *	Cost Basis Per Share *	Shares
01-Jan-2020	1	Employee	Long Term	\$4,558.00	\$300.00	\$2.00	100

**Fund Quote Information:**

Symbol	Clearing Price	Quote Date
AMZN	\$147.10 USD	21-Jan-2023

I am transferring to the work notification from the Solium system. Use of the system does not directly or indirectly transfer any liability associated with your trade to Solium. Solium does not provide trade management or interpretation of your plan rules. Solium will not be liable for any responsibility, loss or non-compliance in a plan case which Solium does not have control over. This includes trades that are executed later to market close and do not make it to execution due to transaction quantity. This is the maximum amount permitted by law. Solium 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 Transaction](#) [Cancel](#)

- Once a transaction is submitted you will receive a [Transaction Complete](#) notification, which provides a link where you can check on the status of your transaction. To exit this screen, click [Back to Main Transactions Page](#).

The screenshot shows the 'Transaction Complete' screen with the following details:

- Transaction Complete:** Your transaction instructions have been successfully received. The sale order has been routed to the exchange for execution. You may [view the status of your transaction](#). The proceeds and/or shares will be issued to you, as per your instructions, when your order has filled. When your order fills on the exchange, you will also receive an email alert to check your Notification Board for information on your fill.
- Reference Numbers:** AMAZON SHARES: [W899W82CFE8E](#)
- Message:** Your shares from this transaction will arrive in approximately **05** business days from the transaction settlement date. These estimates are provided for information purposes only and cannot be guaranteed. If you should receive by mail, the shares will be sent via registered mail.

[Click to Main Transactions Page](#)

## Transferring Shares Overview (for outside the U.S. or Canada)

Value of Transfer	Transferring to	Step 1	Step 2
<b>Less than or equal to US\$100,000*</b>	An account in your name or a third party's name <b>outside the U.S. or Canada</b>	You may instruct the transfer by phone. Go to <a href="#">page 7</a> to find the direct dial phone numbers for your location.	<b>Only if instructing the transfer by phone:</b> Call the Morgan Stanley Service Center agent to begin the process. No paperwork is required. Please be prepared to provide the firm name, DTC number, Account Number, account title and contact information if outside the U.S.
	A transfer agent	Complete Morgan Stanley's <a href="#">Global Stock Plan Services Letter of Authorization for Direct Registration System (DRS) Transfer**</a> .  Follow all submission instructions on the form and see <a href="#">page 6</a> .	Please note, if the account is in the name of a third party or in a name that differs from your Morgan Stanley account, government issued ID will be required. For joint accounts, ID will be required for both owners. See submission instructions on the form or <a href="#">page 6</a> for more information.
<b>Greater than US \$100,000</b>	An account in your name or a third party's name <b>outside the U.S. or Canada</b>	Complete Morgan Stanley's <a href="#">Letter of Authorization for Stock Transfer for Non-U.S./Non-Canadian Financial Institutions</a>	Follow all submission instructions on the form and see <a href="#">page 6</a> . Please note, if the account is in the name of a third party or in a name that differs from your Morgan Stanley account, government issued ID will be required. For joint accounts, ID will be required for both owners. See submission instructions on the form or <a href="#">page 6</a> for more information.
	A transfer agent	Complete Morgan Stanley's <a href="#">Global Stock Plan Services Letter of Authorization for Direct Registration System (DRS) Transfer**</a> .	

\* Note: If your goal is to transfer out over US\$100,000 in stock value, you will not be able to break up the transfers into multiple under \$100k requests and instead you must follow instructions for Greater than US\$100K.

**\*\*Note:** Direct Registration System (DRS) transfer requests require specialty handling and additional documentation, please contact the Morgan Stanley service center for further guidance.

## Letter of Authorization

If you are required to submit a completed *Letter of Authorization*, you have two options:

**Option 1** - Mail or fax the completed form to:  
Morgan Stanley / Global Stock Plan Services  
P.O. Box 182616  
Columbus, OH 43218-2616  
Fax: +1 614-467-4471

Once the form is received and reviewed, **Morgan Stanley will call you to verbally verify your voice to prevent fraud.**

**Option 2** - Call the Morgan Stanley Service Center to request the *Letter of Authorization* form be sent to you via Secure Email. You will then return your completed form via Secure Email.

**PLEASE NOTE: Processing times on all transfer types can vary.** For an estimated date of transfer, please request this during your call or during call-back verification from Morgan Stanley Service Center if transfer form was submitted to an agent and **be sure to submit your request well in advance of the date you need the transfer completed.** For faster processing, please complete the forms electronically.

## Special Considerations for Third Party Transfers

It is important to note that transfers of any value to a transfer agent as well as all third-party transfers over \$100,000 will require you to provide a clear copy of both sides of your **government issued identification** document, including signature. It is recommended that you enlarge the copy to ensure readability.

**Be aware that if the signature on your *Letter of Authorization for Stock Transfer* form does not match your government issued identification, your request cannot be processed.**

If you are concerned about your signature matching, consider one of the following options:

1. Provide alternate identification such as a government issued passport,
2. Have the *Letter of Authorization* notarized; or,
3. Request the receiving account broker dealer to provide a *Medallion Signature Guarantee* stamp on the *Letter of Authorization for Stock Transfer* form.

## Need Help?

For assistance, please call the Morgan Stanley Service Center

### **For Canada, Mexico, United States:**

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

Hours: 8 A.M. to 8:00 P.M. ET (Eastern Time)

### **All Other Countries (or if unable to connect):**

Hours: 24 hours a day; Monday - Friday

Visit [AT&T Direct Toll-Free Access Codes website](#) and dial the appropriate Access Code for your country, then 833-500-0341.

### **Staffed languages:**

French (during EMEA business hours), Cantonese, Japanese, Mandarin (during Asia Pacific business hours) plus translation available in 200+ languages through Language Line Solutions.

The Morgan Stanley Global Impact Funding Trust, Inc. ("MS GIFT, Inc.") is an organization described in Section 501(c) (3) of the Internal Revenue Code of 1986, as amended. MS Global Impact Funding Trust ("MS GIFT") is a donor-advised fund. Morgan Stanley Smith Barney LLC provides investment management and administrative services to MS GIFT.

While we believe that MS GIFT provides a valuable philanthropic opportunity, contributions to MS GIFT are not appropriate for everyone. Other forms of charitable giving may be more appropriate depending on a donor's specific situation. Of critical importance to any person considering making a donation to MS GIFT is the fact that any such donation is an irrevocable contribution. Although donors will have certain rights to make recommendations to MS GIFT as described in the Donor Circular & Disclosure Statement, contributions become the legal property of MS GIFT when donated.

The Donor Circular & Disclosure Statement describes the risks, fees and expenses associated with establishing and maintaining an MS GIFT account. Read it carefully before contributing.

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.