

# Valassis Employee Stock Purchase Plan

## Stock Transfer Request

- 1** To initiate a transfer of shares from your account at J.P. Morgan Retirement Plan Services, please complete the following form and fax it to **J.P. Morgan at 866-442-5095**. **DO NOT** include a cover sheet. Any questions about this form should be directed to Gina Boughton in Accounting at 860-298-5733.
- 2** I would like to transfer the following number of shares from my Stock Purchase Plan account at J.P. Morgan (*select one option from the following two choices*):  
\_\_\_\_\_ **Number of shares:** Indicate the number of shares you would like to transfer.  
\_\_\_\_\_ **All shares:** Check this option if you wish to transfer all shares in your account. This includes all associate purchases and any vested employer match shares (applicable to the plan prior to calendar year 2008).
- 3** Please select one of the options below (A or B):  
**A**  Transfer the number of shares indicated above from my Stock Purchase Plan account at J.P. Morgan to the following brokerage account (*complete all fields*):  
Broker name: \_\_\_\_\_  
Broker address: \_\_\_\_\_  
Brokerage account #: \_\_\_\_\_ DTC#: \_\_\_\_\_  
Contact name and number: \_\_\_\_\_  
**NOTE:** It is the responsibility of the participant to confirm that the receiving institution (your broker) will accept a DTC transfer  
**B**  I do not have a personal brokerage account at this time. Please transfer my shares to a "Direct Registration" account held by the Valassis transfer agent, National City Bank. I am aware I can have these shares transferred out at a later time to a personal brokerage account or certificated after my account has been established with the transfer agent.
- 4** I acknowledge that the stock transfer process for this particular plan can take up to 10 business days to complete, and stock certifications can take 4 to 6 weeks.  
**Participant information**  
Last four digits of Social Security Number \_\_\_\_\_  
Last name, first name (*please print or type*) \_\_\_\_\_  
Address \_\_\_\_\_  
Daytime phone \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_