

Already A Shareholder FAQ's: All items in [BLUE](#) are Links to the email or Form

### **Dividend Reinvestment Program (DRIP) – FULL REINVESTMENT**

This refers to dividends paid out on a quarterly basis, (as approved by the Monona Bankshares Board of Directors). This is reflected on the quarterly statement as HELD BY US (PLAN). If a Shareholder wishes to cancel their participation in DRIP, they would be required to complete a [DRIP Cancellation Authorization Form](#) and email to [Monona Bankshares](#).

### **Dividends – CASH or NO REINVESTMENT**

This refers to dividends usually being paid out on a quarterly basis (as approved by the Monona Bankshares Board of Directors). This will be reflected on the quarterly statement as CASH CONTRIBUTIONS and Shareholders will receive dividends in the form of a check payment or direct deposit into their banking accounts. If a Shareholder would like to participate in DRIP, they would be required to complete a [DRIP Participation Authorization Form](#) and email to [Monona Bankshares](#).

### **Dividends Direct Deposit Authorization Form**

This refers to dividends paid out on a quarterly basis, (as approved by the Monona Bankshares Board of Directors). This will be reflected on the quarterly statement as CASH CONTRIBUTIONS and Shareholders will receive their dividends paid directly into their banking accounts. If a Shareholder would like to have their dividends paid directly into their banking account, they would be required to complete an [AST Dividends Direct Deposit Authorization Form](#) and mail to [Monona Bankshares](#).

### **1099DIV Form**

This form is sent to investors who receive distributions from any type of investment during a calendar year. Our transfer agent, AST Financial, will mail these forms directly to the Shareholder during January of each year. If you Shareholder requires additional copies of their [1099DIV form](#), please email [Monona Bankshares](#).

### **Transfer on Death (TOD)**

This refers to a Shareholder wanting to retitle their existing Monona Bankshares account to reflect a beneficiary. This does not involve any exchange of funds and the account will list a beneficiary's name. The cost basis of the shares will remain the same. For all [Transfer on Deaths](#) please email [Monona Bankshares](#).

[A Guide for Managing the personal and Financial Affairs After the Loss of a Loved One](#)

### **Transfer of Ownership (Sale of Shares)**

This refers to a Shareholder wanting to sell all or partial Monona Bankshares. This will involve exchanging of funds and a 1099DIV will be generated for the current tax year, for nonqualified accounts. For all [Transfer of Ownerships](#) please email [Monona Bankshares](#).

### **Transfer to Trust**

This refers to a Shareholder wanting to retitle their existing Monona Bankshares account to a Trust Agreement. This does not involve any exchange of funds and the account will be retitled to reflect held

in Trust. The cost basis of the shares will remain the same. For all [Transfer to Trusts](#) please email [Monona Bankshares](#).

#### **Affidavit Domicile**

This refers to a legal document that states where a deceased individual lived at the time of their death. This document is prepared by Monona Bankshares, to accompany the Transfer of Ownership, for a deceased Shareholder.

#### **Death Certificate**

This refers to a legal document that records the death of an individual. This document is prepared by the Department of Health and is issued to the survivor or can be requested [online application](#). This document is to accompany the Transfer of Ownership for a deceased Shareholder.

#### **Certificates (Paper Format)**

This refers to an original certificate issued to Shareholders who purchased shares prior to April 2019 and is a paper certificate. Monona Bankshares is only issuing original certificates upon request, as all shares are now issued as Book Entry and held electronically.

#### **Book Entry (Paperless Format)**

This refers to shares held electronically (paperless format) and categorized as Book Entry.

#### **Certificate Receipt (Paper or Paperless)**

This refers to a receipt issued (paper or electronically) to existing and new Shareholders who purchase shares after April 2019, as a record of shares received by means of purchase or transfer of ownership.

#### **Driver's License**

This document is required to accompany all retitling or transfer of ownership, as proof of identity for the Medallion Signature Guarantee.

#### **Medallion Signature Guarantee**

This refers to a special signature guarantee for the transfer of securities by the transferring agent or financial institution, acknowledging the signature is genuine and the financial institution accepts liability for any forgery. Monona Bankshares will provide a Medallion Signature Guarantee for all retitling and transfer of ownerships, of Monona Bankshares, when paperwork is processed by Monona Bankshares.

#### **Change of Address (including "Snowbirds")**

This refers to a Shareholder whose address has changed permanently or has a "snowbird address" and would like to notify Monona Bankshares of this change. A Shareholder would be required to complete a [Change of Address Form](#) and email to [Monona Bankshares](#).