



Letter of Instruction

1. Account number or Social Security/Tax ID number 3110025736	2. Company name/ issue of stock Capstead Mortgage Corporation
3. Name(s) and address as registered on the account Tommy N Martin 705 Little Bit Road Hillsville, VA 24343	
4. Alternate address (complete only if you want the request mailed to a different address than listed above)	

Write in your request:

- 1) I want to know my cost basis for my shares of Capstead Mortgage with details for documenting my taxes. I invested in Capstead via their DRIP program. I would like documentation of my original investment amounts and dates and any reinvested dividends amounts and dates, so that I have details of the cost basis.
- 2) I would like to know any certificate numbers that Capstead thinks are issued to me and the dates that the certificates were mailed to me.

Signature of a registered owner:

Signature _____ **Date** _____

If you are signing on behalf of a registered owner, include your title after your name and review the next page for required documents to be mailed with your request. Example: John Smith Executor, or Jane Doe Power of Attorney.

Mail your completed Letter of Instruction to:

Shareowner Services
ATTN: Imaging Services
PO Box 64874
Saint Paul MN 55164-0874

If using a courier, mail to:

Shareowner Services
ATTN: Imaging Services
1110 Centre Pointe Curve Suite 101
Mendota Heights MN 55120

Please note: If the **names on the account need to be changed**, a transfer is required. See "Changing the account registration" on the next page for more details.