



## Permanent Seat License (PSL) Transfer Guideline Checklist

PSL seat transfers are processed by the Carolina Panthers Ticket Office from February 1 through May 15 and August 1 through October 31 of each year. A PSL may not be transferred more than once each season except in the case of the death of the licensee. After receipt of (i) the request, (ii) the transfer fee and (iii) the required documents, we will forward necessary transfer documents to the Transferor who assumes full responsibility for completion by Transferor and Transferee and return of transfer documents to the Carolina Panthers.

**To ensure your written transfer request is completed properly and transfer documents are sent without delay, please check the following list:**

I. THE WRITTEN REQUEST MAY BE RECEIVED ONE OF THREE WAYS:

- Dropped off at the Carolina Panthers Ticket Office at Bank of America Stadium Monday through Friday from 8:30 AM to 5:30 PM (along with the Transfer Fee(s)).
- Faxed to the Ticket Office authorizing the Transfer Fee(s) to be charged to a credit card.
- Mailed with the Transfer Fee(s) to the following address:

**Carolina Panthers Ticket Office  
Transfer Requests  
800 South Mint Street  
Charlotte, NC 28202  
Phone: 704-358-7800  
Fax: 704-358-7621**

II. ACCOUNT REQUIREMENTS PRIOR TO TRANSFER:

- The requested seats have not been transferred previously within the current year.
- The financial status of the entire account is current; all events and fees are Paid In Full.

III. THE WRITTEN TRANSFER REQUEST INCLUDES THE FOLLOWING:

- Account number
- Account name
- Current address
- Current telephone number
- Specific location of seats to be transferred (i.e. section, row and seat numbers)
- Name, current address and telephone number of Transferee
- Authorized signature

IV. TRANSFER FEES – MUST BE SUBMITTED WITH THE REQUEST:

- STANDARD TRANSFER FEE
  - \$300 per account transfer:
- WAIVED FEES:
  - PARENT TO CHILD OR GRANDPARENT TO GRANDCHILD (must provide documentation)
  - In the case of the death of the account holder (see section V below).



## **Permanent Seat License (PSL) Transfer Guideline Checklist (continued)**

### V. DOCUMENTS TO BE FURNISHED BY THE CURRENT ACCOUNT HOLDER (THE TRANSFEROR):

#### INDIVIDUAL PERSONAL ACCOUNTS - AUTHORIZATION

- An individual must sign the request.

#### COMPANY / PROPRIETORSHIP / PARTNERSHIP / TRUST - AUTHORIZATION

- An account owned by an unincorporated business such as a proprietorship or partnership must use business letterhead for the request which must be signed by a partner or officer of the company.
- A corporation must furnish a certified copy of a corporate resolution authorizing the transfer. The request must be signed by a corporate officer.
- Trustee(s) must provide a copy of the provisions of the trust instrument appointing the trustee(s) who must sign the transfer forms.

#### DECEASED ACCOUNT HOLDER - AUTHORIZATION

- The Executor of the estate of a deceased account holder must provide Letters Testamentary and must sign the transfer forms.

### VI. IMPORTANT NOTES:

- PROCEDURES AND TRANSFER FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
- TOURS FOR SEAT TRANSFERS ARE PROHIBITED.
- TRANSFERS WILL NOT BE PROCESSED ON A GAME DAY.
- VERBAL REQUESTS WILL NOT BE PROCESSED.
- PLEASE ALLOW 4-6 WEEKS FOR TRANSFER PROCESS TO BE COMPLETED.