



THIS FORM MUST BE PRINTED BEFORE COMPLETING.
 Return form to
 SCANA Corporation, Shareholder Services MC D131, Columbia SC 29218

OPTIONAL REQUEST FORM

Your account number _____ Daytime phone number _____

Your registration _____

Your address _____

Thank you for informing us that you would like to make changes to your account. Please feel free to contact us if you have any questions about your options. You may reach us at (800) 763-5891.

**DIVIDEND OPTION
 SHARES HELD IN CERTIFICATE FORM
 (SELECT ONE)**

- _____ Reinvest dividends on all shares.
- _____ Pay cash dividends on all shares.
- _____ Reinvest _____% of my dividends.

**DIVIDEND OPTION
 DIRECT REGISTRATION SYSTEM (DRS)
 (SELECT ONE)**

- _____ Reinvest dividends on all shares.
- _____ Pay cash dividends on all shares.
- _____ Reinvest _____% of my dividends.

**DIVIDEND OPTION
 PLAN SHARES
 (SELECT ONE)**

- _____ Reinvest dividends on all shares.
- _____ Reinvest _____% of my dividends (a minimum of 10%).

CERTIFICATE SELL

- _____ Deposit enclosed certificate(s) and sell _____ shares.
 *SEE NOTE BELOW
- _____ Deposit any remaining shares to book entry.
- _____ Return certificate for any remaining shares.

**SAFEKEEP CERTIFICATE
 DIRECT REGISTRATION SYSTEM (DRS)**

- _____ Safekeep certificate into DRS.
- _____ Move _____ DRS shares into SIPP and sell. *SEE NOTE BELOW
- _____ Issue a certificate for _____ DRS shares.

PLAN OPTIONS

- _____ Sell _____ shares.
 *SEE NOTE BELOW
- _____ Issue a certificate for _____ shares.
- _____ Issue a certificate for full shares and a check for fractional share.
- _____ Transfer _____ shares to DRS.

FORM REQUEST

- _____ Send an Electronic Funds Transfer form.
- _____ Send an Automatic Bank Draft form.

SCANA CORPORATION RECOMMENDS THAT YOU MAIL YOUR STOCK CERTIFICATE/S VIA REGISTERED OR CERTIFIED MAIL.

About the Sale of Shares

SCANA processes sales every Wednesday. Your request must be received no later than 5:00 pm on the preceding Tuesday. A brokerage fee of \$0.06 per share is charged.

***NOTE:** SCANA Corporation is required by law to "tax certify" all accounts; therefore, the registered owner must provide us with a completed and signed form W-9. **Your account must be tax certified or SCANA will be required to withhold 31% for IRS Taxes.**

ALL REGISTERED OWNERS MUST SIGN

Signature

Signature (Joint Owner)

Date: _____

Daytime Phone Number _____

NOTE TO SCANA

