

PROTOCOL FOR DONATING SECURITIES
to the
THE SCHOLARSHIP FUND OF CONCORD AND CARLISLE
(AKA: CONCORD CARLISLE SCHOLARSHIP FUND)

Important: In addition to completing the instructions below, please notify the Scholarship Fund of Concord and Carlisle of all impending securities transactions. This may be done through any one of the following three methods.

E-mail: info@thescholarshipfundofcc.org
Regular mail: The Scholarship Fund of Concord and Carlisle
34 Walden St Unit 217
Concord, MA 01742-2542
Telephone: 978-369-0009

(A) Physical stock certificates that the donor may have in his/her possession -

Provide the following:

- The stock certificates, signed by all the registered owners. Above where the owners sign is printing that contains the following: "...and hereby constitute and appoint..." followed by a blank space. In this blank space, have the donor fill in "**RBC Capital Markets, LLC.**" Doing so will keep the certificates non-negotiable until we receive them. Leave all else blank.
- A letter signed by the all the stock certificate owners instructing **The Heald Wealth Management Group** to deposit the stock certificates into the account of "**The Scholarship Fund of Concord and Carlisle**". The account number is **323-96917**.

The above should be sent to the following address:

The Heald Wealth Management Group
RBC Wealth Management
57 River Street, Suite 102
Wellesley Hills, MA 02481

(B) Shares held at a brokerage firm or other financial institution –

- Instruct the custodial financial institution to deliver the shares to:

RBC Capital Markets, LLC DTC#0235
For the account of The Scholarship Fund of Concord and Carlisle: Acct. No. 323-96917

- Instruct the financial institution to include the donor name when making the delivery.

Upon receipt:

- (1) The Heald Wealth Management Group will provide The Scholarship Fund of Concord and Carlisle with the valuation of the gift, using the average of the high and low price on the day the gift is received into The Scholarship Fund of Concord and Carlisle account.
- (2) The Scholarship Fund of Concord and Carlisle will provide the donor with the official acknowledgment of the gift for tax purposes.