

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

Important: In addition to completing the instructions below, please notify the Concord Carlisle Scholarship Fund 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
P. O. Box 217
Concord, MA 01742-0217
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 "**Wells Fargo Advisors.**" 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 Wells Fargo Advisors to deposit the stock certificates into the account of "**The Scholarship Fund of Concord and Carlisle**". The account number is **2168-4769**.

The above should be sent to the following address:

Wells Fargo Advisors
Att: Heald Financial Consulting Group
20 William Street, Suite 300
Wellesley MA 02481-4141

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

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

Wells Fargo Clearing Services, LLC DTC#0141
For the account of The Scholarship Fund of Concord and Carlisle: Acct. No. 2168-4769

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

Upon receipt:

- (1) Wells Fargo Advisors 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.