

COTTING SCHOOL

INNOVATION AND EXCELLENCE SINCE 1893

Please fill out this form and: 1) Send or fax a copy to Cotting School Development Office, 453 Concord Ave., Lexington, MA 02421. Fax – 781-860-0268; email – epeters@cotting.org. This notifies the Development Office to expect your stock.
2) Send a copy to your broker to instruct the stock transfer. Cotting School is not responsible for instructing your broker.

SECURITIES TRANSFER INFORMATION SHEET

DATE _____

BROKER'S NAME: _____

BROKERAGE FIRM NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

Dear _____ :
(Broker's Name)

Please accept this letter as your authorization to deliver free, via Depository Trust Corporation (DTC), a gift to Cotting School's _____ Fund from Mr. Mrs. Ms. _____ of _____ shares of _____ common stock.
(Insert no.) (Name of Stock)

Please deliver stock to Cotting's brokerage firm, Attention:

William F. Haas, AVP Account Manager
PHONE: 267.858.3047
EMAIL: william.haas@usbank.com

Danielle Clay, Account Associate
PHONE: 267.858.3048
EMAIL: danielle.clay1@usbank.com

US Bank 50 S 16th St., 20th Fl, Philadelphia, PA 19102

DTC #: 2803 N/O: COTTING SCHOOL OP FD

ACCOUNT #: 001050983460

Thank you for your attention to this.

Sincerely,

(Donor's signature)

Without this form, we will not know that you've sent a gift!

For more information, please contact the Cotting Development Office:

PHONE: 781-325-7978

FAX: 781-860-0268

EMAIL: epeters@cotting.org