

EFFECTIVE APRIL 1, 2013: New Procedure for Gifts of Physical Certificates

-All gifts of physical certificates and their accompanying paperwork will be sent directly to our clearing broker Pershing LLC.

-All certificates and paperwork must have the clients N7M account number written in the right hand corner of the forms. **This ensures the security is credited to the correct account.** Certificates and Paperwork should be sent in separate mailings.

*Physical Certificates should be sent to

Pershing LLC
One Pershing Plaza
Jersey City, NJ 07399
Attention: Security Receive Area.

*Required Paperwork (i.e. stock bond powers, letter of authorization) should be sent to-

Pershing LLC
One Pershing Plaza
Jersey City, NJ 07399
Attention: Pending Papers Area

-Required paperwork for submitting certificates- ALL Stock Bond Powers must have original signatures and be medallion stamped guaranteed (no copies will be accepted). A Medallion Stamp can be obtained by any bank or financial institution. It is highly recommended that the back of the certificate is **not** signed. Please use a Stock Bond Power instead. A signed certificate becomes a negotiable instrument.

*For certificates in the organization's name-

Stock Bond Power signed by an authorized signer of the organization and medallion stamped guarantee
Copy of the Corporate Resolution/Trading Authority dated within six months

*For certificates still in the donor's name-

Stock Bond Power signed by the donor and medallion stamped guarantee
Letter of Authorization signed by the donor stating they are gifting the stock

*For stocks in the name of an Estate or deceased individual-

Stock Bond Power signed by the executor and medallion stamped guarantee
Short Certificate naming the court appointed executor (dated within 3months)
Death Certificate
Letter of Authorization signed by the executor stating the stock is to be gifted.

Please call or email me when a stock certificate has been sent for your account so I can monitor the account and watch for its posting. If possible please fax or email a copy of the certificate and paperwork.

As always please feel free to call or email me with any questions. I can be reached by phone at 412-234-0439 or email at Jorja.watts@bnymellon.com. The group email is bnymcmgiftprocessing@bnymellon.com.

STOCK OR BOND POWER

FOR VALUE RECEIVED, the undersigned does (do) hereby sell, assign, and transfer to:

If stock,
complete
this
portion

_____ shares of the _____ stock
of _____ represented by the Certificate(s) No(s) _____
_____ inclusive, standing in the name of the undersigned on the books
of said Company.

If bonds,
complete
this
portion

_____ bonds of _____
in the principal amount of \$ _____, No(s) _____
_____ inclusive, standing in the name of the undersigned on the
books of said Company.

The undersigned does (do) hereby irrevocably constitute and appoint
_____ attorney to transfer the said stock or
bond(s), as the case may be, on the books of said Company, with full power
of substitution in the premises.

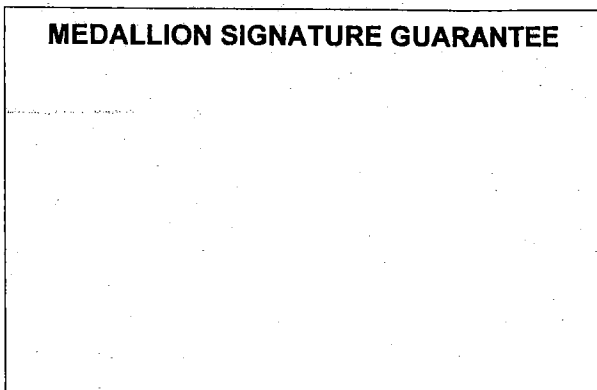
Dated _____

(Person(s) Executing this Power sign(s) here)

IMPORTANT – READ CAREFULLY

The signature(s) to this Power must correspond with the name(s) as written upon the face of the certificate(s) or bond(s) in every particular without alterations or change whatsoever.

MEDALLION SIGNATURE GUARANTEE



BNY Mellon Capital Markets, LLC
One Mellon Center, Suite 475
Pittsburgh, PA 15258

DONATION – SECURITY TRANSFER RELEASE

This letter is authorization to transfer the below described security held in the following name _____

Security Name: _____

CUSIP: _____

Certificate #(s): _____

Share Amount: _____

to the following institution _____

as a gift on my behalf. I realize that I am relinquishing ownership and all rights to the security.

Signature(s): _____

Date: _____

Date: _____