



Middlebury

Stock Transfers to Benefit Middlebury College

A. **If your broker (or bank) holds the securities** in “street name” form, you should request that they be electronically transferred directly to Middlebury via DTC (Depository Trust Company):

1. Send a letter of instruction to your broker indicating that you wish to make a stock gift to the College, specifying the name of the stock, the number of shares (or dollar amount) and gift designation. Instruct your broker to e-mail a copy of the letter of instruction to Cheryl LeBlanc, Treasury Analyst, at cleblanc@middlebury.edu . If e-mail is not available, they can fax a copy of your letter to her at 802 443-2065. Without this information, there may be a delay in crediting the appropriate program and acknowledging the donor.
2. If your broker’s firm is listed on the enclosed list of [Middlebury College Brokers](#), include Middlebury’s account number at the same brokerage firm in your letter of instruction, so that your broker can journal the shares from your account to Middlebury’s account directly.
3. If your brokerage firm is not listed, you should instruct your broker in your letter to transfer the shares via DTC (Depository Trust Company) to: Middlebury College, c/o RBC Wealth Management, DTC#0235, Account #300-97594-10, 75 State Street, Boston, MA 02109. Our account representative is Robert Holcomb and the contact at RBC Wealth Management is Ellen Takagi, who can be reached at (877) 725-2143.

B. **If you hold your shares in *certificate* form:**

1. By certified mail, return receipt requested, send the unendorsed certificate to Cheryl LeBlanc, Treasury Analyst, Service Building, Middlebury College, Middlebury, VT 05753.
2. In a separate first class envelope, send to the same address a stock power form (copy enclosed or available on-line at [Stock Power Form - click here](#) for each certificate, signed exactly as your name appears on the security but otherwise left completely blank.
3. Include a letter of instruction specifying the number of XYZ shares being transferred and the gift designation. For example, “100 shares of XYZ Corporation to the Middlebury College Annual Fund.” If your gift is to be for less than the total number of shares listed on the certificate, include your social security number so a new certificate with the remaining shares can be issued in your name and returned to you.
4. The value of your gift will be the average of the high and low quotations using the later of the postmarked date from the stock certificate or the stock power form.

For Transfer Questions, please contact Cheryl LeBlanc, Treasury Analyst, cleblanc@middlebury.edu (802) 443-5372. When Cheryl is not available, Derek Hammel, Director of Investments & Treasury Operations, dhammel@middlebury.edu (802) 443-5751 will be able to assist you.

For Questions about your gift, please contact Brenda Carrier, Director of Gift Administration and Reporting, at carrier@middlebury.edu or (802) 443-5922.

Mutual Fund Transfers to Benefit Middlebury College

A. Transfer from your broker to Middlebury:

1. If you purchased your mutual funds through your broker, send a **letter of instruction** to your broker indicating that you wish to make a mutual fund gift to the College, specifying the number of shares (or dollar amount) and gift designation.

2. Include in your letter of instructions to transfer the shares electronically via DTC (Depository Trust Company) to: Middlebury College, c/o RBC Wealth Management, 75 State Street, Boston, MA 02109, Account #300-97594-10, DTC#0235. Our account representative is Robert Holcomb and the contact at RBC Wealth Management is Ellen Takagi, who can be reached at (877) 725-2143.

3. Instruct your broker to e-mail a copy of your letter of instruction (LOI) to Cheryl LeBlanc, Treasury Analyst at cleblanc@middlebury.edu. Or send a copy of the LOI to her attention - Service Building, Middlebury College, Middlebury, VT 05753. Alternatively, they can fax a copy of your letter to Ms. LeBlanc at (802) 443-2065.

B. Transfer from your mutual fund company to Middlebury

1. If you own mutual fund shares directly from the mutual fund company, then additional steps may be needed. Typically, in addition to the steps noted above, the mutual fund company will require you to fill out a change-of-ownership form. The company will furnish that form by mail or fax. Indicate on the form how many shares (or dollar amount) you wish to transfer to Middlebury. In most cases, the company requires that your signature be "guaranteed" (not notarized). Your local bank will guarantee your signature. If the funds are jointly owned, then both signatures must be guaranteed. Mail or fax the completed form to your mutual fund company and instruct your broker to fax a copy to Middlebury (Fax: 802-443-2065, Attn: Cheryl LeBlanc, Treasury Analyst). We will provide additional information the mutual fund company requires, at which point the shares will be transferred. Mutual fund shares transfer usually takes about 4 weeks.

2. If you would like to donate Fidelity fund shares, the College has opened a separate account with them to expedite transfers.

a. To give Fidelity fund shares, send the **letter of instruction** to your account manager asking the shares be transferred to: "The President and Fellows of Middlebury College, Account #X01-491349."

3. Please instruct your broker to e-mail a copy of your letter of instruction to Cheryl LeBlanc, Treasury Analyst at cleblanc@middlebury.edu or send a hard copy to her attention -- Service Building, Middlebury College, Middlebury, VT 05753. Alternatively, they can fax a copy of your letter to Ms. LeBlanc at (802) 443-2065.

For Transfer Questions, please contact Cheryl LeBlanc, Treasury Analyst, cleblanc@middlebury.edu (802) 443-5372. When Cheryl is not available, Derek Hammel, Director of Investments & Treasury Operations, dhammel@middlebury.edu (802) 443-5751 will be able to assist you.

For Questions about your gift, please contact Brenda Carrier, Director of Gift Administration & Reporting, at (802) 443-5922.

Middlebury College Brokers

Tax ID # 03-0179298

FIRM	DTC#	ADDRESS	CONTACT	PHONE #	MC ACCOUNT #
Charles Schwab	0164	n/a	n/a	866-232-9890	6277-6504
Credit Suisse	0443	New York, NY	Sam Tenenbaum	212-538-1886	215-477662
Fidelity	0226	n/a	n/a	800-544-6666	X01-491349
Merrill Lynch	5198	Burlington, VT	Jonathan A. Landry	800-206-8681	866-04006
Morgan Stanley	0015	Greenwich, CT	Andy Cushman Danielle Renzo	203-625-4679 203-625-4801	409-077155
Morgan Stanley	0015	Mt. Kisco, NY	n/a	800-438-6509	870-105331
UBS Financial Services	0221	Rutland, VT	Anthony Vitagliano	800-564-1265	R9 28744
RBC Wealth Mgmt	0235	75 State Street Boston, MA 02109	Ellen Takagi	877-725-2143	300-97594-10