

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 Cory Buxton, Treasury Analyst, at cbuxton@middlebury.edu. If e-mail is not available, they can fax a copy of your letter to him at 802 443-2123. 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 Dain Rauscher, DTC#0235, Account #300-97594-10, One Beacon Street Suite 24, Boston, MA 02108. Our account representative is Charles Palmer and the contact at RBC Dain Rauscher is Rosalie Castellarin, who can be reached at (888) 288-2154.

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

1. By certified mail, return receipt requested, send the unendorsed certificate to Cory Buxton, 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 Cory Buxton, Treasury Analyst, at (802) 443-5816. When Cory is not available, Derek Hammel, Director of Investments & Treasury Operations, dhammel@middlebury.edu (802) 443-5751 or Jean Gross (gross@middlebury.edu) (802) 443-5353 will be able to assist you.

For Questions about your gift, please contact Brenda Currier, Director of Gift Administration, at (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 Dain Rauscher, One Beacon Street Suite 24, Boston, MA 02108, Account #300-97594-10, DTC#0235. Our account representative is Charles Palmer and the contact at RBC Dain Rauscher is Rosalie Castellarin, who can be reached at (888) 288-2154.

3. Instruct your broker to e-mail a copy of your letter of instruction (LOI) to Cory Buxton, Treasury Analyst at cbuxton@middlebury.edu. Or send a copy of the LOI to his attention - Service Building, Middlebury College, Middlebury, VT 05753. Alternatively, they can fax a copy of your letter to Mr. Buxton at (802) 443-2123.

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: 802-443-2123, Attn: Cory Buxton, 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 Cory Buxton, Treasury Analyst at cbuxton@middlebury.edu or send a hard copy to his attention -- Service Building, Middlebury College, Middlebury, VT 05753. Alternatively, they can fax a copy of your letter to Mr. Buxton at (802) 443-2123.

For Transfer Questions, please contact Cory Buxton, Treasury Analyst, at (802) 443-5816. When Cory is not available, Derek Hammel, Director of Investments & Treasury Operations, dhammel@middlebury.edu (802) 443-5751 or Jean Gross (gross@middlebury.edu) (802) 443-5353 will be able to assist you.

For Questions about your gift, please contact Brenda Currier, Director of Gift Administration, 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	Frank Lee/Roger Herr/Tom McGrail	212-538-4116	215-477662
Fidelity		n/a	n/a	800-544-6666	X01-491349
Goldman Sachs	0005	New York, NY	Lourdes Almodovar	212-357-0238	040-19984-6
Merrill Lynch	5198	Burlington, VT	George Ewins	800-206-8681	866-04006
Morgan Stanley	0050	New York, NY	Andy Cushman	212-762-6133	04-59183
Smith Barney Citigroup	0418	Mt. Kisco, NY	Mary Ellen Tompkins	800-438-6509	117-01803-17100
UBS Financial Services	0221	Rutland, VT	Anthony Vitagliano	800-564-1265	HJ 28744
Wachovia Securities	0141	Palm Beach, FL	Eric Shapiro	800-327-3066	5879-4355
RBC Dain Rauscher DTC #0235	0235	One Beacon Street Suite 24 Boston, MA 02108	Rosalie Castellarin	888-288-2154	300-97594-10

Cash Wire Transfers to Benefit Middlebury College

Effective - January 17, 2007

If the gift is for the ENDOWMENT, wire the funds to MELLON BANK:

Bank: Mellon Trust of New England, N.A.
ABA Number: 011001234
DDA Account No.: 108111
Account Name: Institutional Trust Division (ITD)
FFC Account Number: MBYF9000002
FFC Account Name: President and Fellows of Middlebury College
Attention: Beth Foley

If the gift is NOT for the endowment (i.e., it is for general operating, annual fund, etc) wire the funds to TD BANKNORTH:

Bank: TD Banknorth, N.A.
Account Number: 5240540098
Account Name: Middlebury College Account
ABA Number: 011600033

Please ask your sending bank to include name of donor or ID number as identifying information on the wire.

Contact Cory Buxton, Treasury Analyst in the Controller's Office at (802) 443-5816 if you need further information.