INSTRUCTIONS FOR TRANSFERRING ASSETS TO SCHWAB

DTC (Stocks, Corporate Bonds & CDs):

Code 40  
DTC #0164  
Charles Schwab & Co., Inc.  
Attn: Transfer of Accounts  
101 Montgomery Street  
San Francisco, CA 94104  
FBO:  (Trustee Name)  
(Trust Name)  
Acct #: (Trust Account Number)

Treasuries, Municipals, GNMAs & FNMA:

JPMCHASE/CCC  
ABA: 021000021  
Reference: G 69873  
Reference: Charles Schwab & Co. Inc.  
Gov’t. Sec. Settlement  
Schwab Customer Account #:

(Must include 8-digit customer A/C #)

Fed Wire (Cash):

CITIBANK NA  
111 Wall Street  
NY, NY 10043  
ABA 021-000-089  
FBO Charles Schwab & Co., Inc.  
Account # 4055-3953,  
For the Account of:  
(Trustee Name)  
(Trust Account Name)  
Acct#: (Trust Account Number)

Physical Delivery (FedEx):

Charles Schwab & Co. Inc.  
Attn: ISTW1  
2423 East Lincoln Drive  
Phoenix, AZ 85016-1215  
602-355-4978 ext 60283
INSTRUCTIONS FOR TRANSFERRING ASSETS TO SCHWAB cont.

- ALL documents being sent to Charles Schwab should have the eight digit account number in the lower left corner.

- Keep the FedEx tracking number(s) when sending documents to Schwab.

Physical Delivery Procedure:

When a stock or bond certificate is gifted send the following documents in two separate envelopes (see sample cover letters):

Envelope #1:

- The physical certificate (not endorsed)

Envelope #2:

- The Irrevocable Stock or Bond Power (endorsed). Please do not have the donor or any other individual fill out any portion of this form.

Account Numbers:

Middlebury’s GAP Acct#: 3118-5376
Middlebury’s PIF Acct#: 8138-9471
Each individual trust has their own account number and can be found by looking on the Kaspick website under each individual trust.

If you have any questions about these instructions please call your KASPICK & COMPANY Client Manager or Asset Transfer Coordinator at (650) 585-4100.

Best to contact Kaspick (Amy or Elanne) if questions arise but if urgent situation arises and need to contact others is unavoidable, please call either:

Pamela Chew, Kaspick & Company’s Asset Transfer Coordinator (interfacing with Schwab)
Phone: 1-650--585-1061
Email: pchew@kaspick.com

Jennie Lowry, Service Associate at Schwab
Phone: 1-888-538-2787