



Middlebury Institute of International Studies at Monterey

Securities Transfers to Benefit the Middlebury Institute of International Studies at Monterey

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

1. Go online to <http://www.miis.edu/giving/ways>, to complete and submit the available securities transfer form, providing us with information regarding your intended gift.
2. Send a letter of instruction to your broker indicating that you wish to make a stock gift to the Middlebury Institute of International Studies at Monterey, specifying the name of the stock, the number of shares (or dollar amount) and gift designation. Some brokers may provide/require a specific form for a gift transfer. Please share a copy of your letter of instruction or form with Cheryl LeBlanc, Treasury Analyst, at cleblanc@middlebury.edu, or fax, 802-443-2065. Without this information, there may be a delay in crediting the appropriate program and acknowledging the donor.
3. You should instruct your broker to transfer the shares electronically via DTC (Depository Trust Company) to:

Middlebury College
c/o Charles Schwab
DTC#0164
Account #6277-6504
Reference: [*insert donor name/purpose*]

Contact information for transfer/delivery questions:

Charles Schwab
Customer Service: 866-232-9890

Middlebury College
Cheryl LeBlanc, Treasury Analyst, cleblanc@middlebury.edu, 802-443-5372.
Derek Hammel, Director of Investments & Treasury Operations, dhammel@middlebury.edu,
802-443-5751

For questions about designating your gift, please contact Brenda Currier, Director of Gift Administration & Reporting, currier@middlebury.edu, 802-443-5922

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 106, Middlebury College, Middlebury, VT 05753.
2. In a separate first class envelope, send to the same address a stock power form (available on-line at [Stock Power Form - click here](#)) for each certificate, signed exactly as your name appears on the physical stock certificate but otherwise left completely blank.
3. Enclose a letter of instruction with stock power form specifying the number of XYZ shares being transferred and the gift designation. For example, "100 shares of XYZ Corporation to the Middlebury Institute of International Studies 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 postmark dates from the stock certificate or the stock power form.

C. If you hold mutual fund shares in your brokerage or mutual fund company account:

1. If you are planning to make a gift of mutual fund shares, we ask that you first check with your broker or mutual fund company for their transfer requirements and process. Some mutual funds can be transferred via DTC, others may not; some mutual funds require special handling and may take additional time to complete (potentially up to 4 weeks). Prior to initiating a gift transfer, please contact Cheryl LeBlanc at cleblanc@middlebury.edu or 802-443-5372.

D. If you hold securities in book entry form by a transfer agent:

1. Please contact the transfer agent directly to learn about requirements for transferring gift stock to the Middlebury Institute of International Studies at Monterey. Transfer agents will not disclose the name of the donor to Middlebury-so please be sure to notify Cheryl LeBlanc at cleblanc@middlebury.edu or 802-443-5372 that you have transferred securities to the Middlebury Institute of International Studies at Monterey via a transfer agent so we can acknowledge your gift properly. Please also forward a copy of your gift instruction letter to Cheryl via email or fax 802-443-2065.



Middlebury Institute of
International Studies at Monterey

Middlebury Brokers
Tax ID # 03-0179298

FIRM	DTC#	PHONE #	MC ACCOUNT #
Charles Schwab	0164	866-232-9890	6277-6504
Fidelity	0226	800-544-6666	X01-491349