

**PROTOCOL FOR DONATING SECURITIES
to the
CONCORD CARLISLE SCHOLARSHIP FUND**

Important: In addition to completing the instructions below, please notify the Concord Carlisle Scholarship Fund of all impending securities transactions. This may be done through any one of the following three methods.

E-mail: ccsf@colonial.net
Regular mail: CCSF, P. O. Box 217, Concord, MA 01742-0217
Telephone: 978-369-0009

(A) Physical stock certificates that the donor may have in his/her possession -

Provide the following:

- The stock certificates, signed by all the registered owners. Above where the owners sign is printing that contains the following: "...and hereby constitute and appoint..." followed by a blank space. In this blank space, have the donor fill in "**Wells Fargo Advisors, Inc.**" Doing so will keep the certificates non-negotiable until we receive them. Leave all else blank.
- A letter signed by the all the stock certificate owners instructing A. G. Edwards to deposit the stock certificates into the account of "**Concord Carlisle Scholarship Fund**". The account number is **2168-4769**.

The above should be sent to the following address:

**Wells Fargo Advisors, Inc.
Att: Edward Heald
20 William Street, Suite 300
Wellesley MA 02481-4141**

(B) Shares held at a brokerage firm or other financial institution –

- Instruct the custodial financial institution to deliver the shares to:

**First Clearing LLC DTC#0141
For the account of the Concord Carlisle Scholarship Fund: Acct. No. 2168-4769**

- Instruct the financial institution to include the donor name when making the delivery.

Upon receipt:

- (1) Wells Fargo Advisors will provide the Concord Carlisle Scholarship Fund with the valuation of the gift, using the average of the high and low price on the day the gift is received into the Concord Carlisle Scholarship Fund account.
- (2) The Concord Carlisle Scholarship Fund will provide the donor with the official acknowledgment of the gift for tax purposes.