



STOCK GIFTS PROCEDURE

1. Please notify Claudia Pazmany, Director of Alumni/ae & Development, at (413) 774-3021 before the transaction occurs.
2. Please notify your broker or bank in writing to transfer the securities. For your assistance, below is a sample letter for you to use for your broker and copy to the Bement School:

Your Brokerage Service

Address

RE: Your account number

Your Name(s)

3. Specify the account to which the proceeds from the sale should be directed:

The specific account numbers are:

Annual Giving Fund: 1477-9477

Capital Campaign Fund: 1477-9496

Spring Fling Fund: 1477-9467

Sample Letter

Date

Gage Wiley & Co.
P. O. Box 1028
Northampton, MA 01061
Attention: Ted Pennock

Dear Mr. Pennock:

I wish to contribute ____ shares of ____ company common stock currently in my referenced account to the Bement School. Please send the ____ shares of ____ Company via DTC to:

Gage Wiley & Co.
DTC # 141
For The Bement School
Account Number: (see below)
Attn: Ted Pennock at (800) 332-9558

Please complete this transaction as soon as possible but no later than ____.

Thank you for your assistance.

Sincerely,

Your name(s) as it appears on the account.

cc: Claudia A. Pazmany, fax (413) 774-4256