

MIDTOWN EDUCATIONAL FOUNDATION (MEF) STOCK TRANSFER INSTRUCTIONS

TYPES OF TRANSFERS

1) DTC Transfer of Shares of Stock or Exchange Traded Funds (ETFs)

If your shares are held in street name at a brokerage account, electronic transfer via DTC (Depository Trust Company) is the easiest method. To transfer shares of stock or ETF to MEF via DTC, please use the following instructions:

DTC #0226

MEF Fidelity Account No Z40001935

Fidelity mailing address:

Fidelity Investments

Attn: TOA Receives

PO Box 770001

Cincinnati, OH 45277-0036

In order to promptly and accurately credit a security gift to the appropriate donor, it is essential that the transfer instructions include the donor's name and mailing address. Without this information, we may be unable to identify the donors of certain securities.

If your broker requires further information, he or she should contact Mr. Jon Urbach, Vice President, at

Fidelity Investments

401 N. Michigan Ave

Chicago, IL 60611

(800) 952-3053 x58552

Fax: (312) 670-3509

It is important to us that we appropriately acknowledge the generosity of our benefactors in a timely and accurate manner. It can be difficult to identify the donor after a gift of securities is processed, particularly in the case of an electronic transfer. Therefore, please ask your broker to include your name and address in the DTC transfer instructions, and also please inform us of your gift by email, phone, or letter directed to:

Terry Sullivan

Associate Director

Midtown Educational Foundation

718 S. Loomis St.

Chicago, IL 60607

(312) 738-8303

tsullivan@midtown-metro.org

2) Mutual Fund Transfer

Mutual fund units cannot be electronically transferred via DTC.

The method used to transfer mutual funds to MEF varies, depending on how the fund units are held:

Mutual funds held in a Fidelity account can be transferred directly to MEF's Fidelity account by journal entry.

If your mutual fund is held with a brokerage firm other than Fidelity, your broker should contact our Fidelity representative to arrange for the transfer (see contact information above). You will also need to contact your account representative at your mutual fund company or broker to ask about the process of making a gift of mutual fund shares. Specifically, you will want to ask whether the mutual fund company has a required form for instructions to initiate the transfer, and whether those instructions will require a medallion signature guarantee.

Thank you for your support of MEF's life-changing programs.