



Procedure to Gift Stock to the Boys & Girls Club of Greenwich

1) If the security is held in another J.P. Morgan Chase investment account:

Provide your financial advisor with a letter of authorization requesting the transfer.

The Boys & Girls Club's Chase Investment Services Corp. account number is 73274663.

2) If the security is held at another financial institution:

Provide your financial advisor with a letter of authorization requesting the transfer to the Club's Chase Investment Services Corp. account number, 73274663. The attached Securities Transfer Information Sheet may be used for this purpose.

3) If you hold the security:

Sign either the security or irrevocable stock or bond power (attached) and a stock release (attached). Please note: the stock release **MUST** be notarized.

The security and attachment may then be delivered to:

JPMCC

3 Chase Metrotech Center

Brooklyn, NY 11245-0001

For Deposit to: 73274663

4) Please fax a copy of the Securities Transfer Information Sheet to the Boys & Girls Club at (203) 869-5230 to the attention of Laura Kelly.

**Boys & Girls Club of Greenwich
Securities Transfer Information Sheet**

Date

Broker's Name
Brokerage Firm Name / Address
Address
Phone Number Fax Number

Dear : *Broker's Name*

Please accept this letter as your authorization to deliver free, via Depository Trust Corporation (DTC), a gift to The Boys & Girls Club of Greenwich from:

Mr. / Mrs. / Ms. _____ for _____
shares of

Number of shares

_____ common stock.
Name of security

Please deliver the stock to The Boys & Girls Club's brokerage firm account in care of:

JPMCC
3 Chase Metrotech Center
Brooklyn, NY 11245-0001
DTC #: 0352
For Deposit to: 73274663
FBO: Boys & Girls Club of Greenwich, Inc.

Thank you for your attention to this matter.
Sincerely,

Donor's signature - Please print donor name in full

**Send a copy of this letter to:
Laura Kelly
Boys & Girls Club of Greenwich, Inc.
4 Horseneck Lane
Greenwich, CT 06830
Tel. (203) 869-3224 ext 119 Fax (203) 869-5230**