



STOCK TRANSFER INSTRUCTIONS

Essex County Community Foundation welcomes gifts of securities. To ensure that your gift is properly credited and acknowledged, please contact ECCF at (978) 777-8876 before transferring securities.

ECCF will promptly acknowledge receipt of the shares, and your broker should provide you with their value (the mean of the high and low price on the day of the transfer). This information should be used for tax records.

The Foundation's IRS tax-exempt organization EIN is 04-3407816.

Bank of America handles all securities transactions for ECCF. Appreciated shares should be transferred "in-kind" and not liquidated.

Please use the following information for transfers of STOCK:

DTC Participant #955 - Bank of America

DTC Agent #20955

For further credit to:

Account Name: **Essex County Community Foundation**

Account Number: **16-200-8515257**

Please contact: **David Maxwell at (617) 434-4551**

For more detailed information, please call David Tory or Dave Welbourn at ECCF.

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