

**Instructions for Gifts of Securities
to the
Boys & Girls Club of Lawrence**

Donations of shares via DTC:

1. Prior to transferring any shares, please write a brief note identifying yourself (name, address, phone number, and email address) and describing the number of shares, the name(s) of the company shares, your broker's name and phone number, and the purpose to which you wish to direct your donation (unrestricted, restricted fund, endowment, etc.) and whether the gift is in honor or memory of someone and send the information to:

Boys & Girls Club of Lawrence
136 Water Street
Lawrence, MA 01841
Attn: Paul D. Grand Pre
Email: pgrandpre@lawrencebgc.com

This will assist us in identifying the name(s) of the donor(s) and the intended application of gift proceeds when they are received in our account. Please include any special instructions regarding how you wish to be recognized in our Honor Roll of Donors.

2. Please call Paul Grand Pre, Chief Development Officer at the Boys & Girls Club, to obtain the Club account number at Merrill Lynch and any special instructions: 978-683-2747, x118.
3. Instruct your broker to transfer the securities, DTC formatted, as follows:

DTC: 8862

Brokerage: Merrill Lynch

Reference Account: Boys & Girls Club of Lawrence

If your broker cannot transfer the shares in the above manner, instruct your broker to establish a temporary account in the name of the Boys & Girls Club of Lawrence and transfer the securities you plan to donate to that account.

Donations by Mail if you hold stock certificates:

1. Send your unendorsed stock certificate(s) by registered mail to:
Boys & Girls Club of Lawrence
136 Water Street
Lawrence, MA 01841-4722
Attn: Paul D. Grand Pre
2. In a separate envelope, by registered mail, send to the same address:
 - a. A signed Stock Power form (one power for each certificate). Complete the signature block exactly as the stock is registered, and have the signature "medallion guaranteed" by a broker or an officer of a national bank.
 - b. A brief note identifying yourself (name, address, phone number, and email address) and describing the number of shares, the name(s) of the company shares, and the purpose to which you wish to direct your donation (unrestricted, restricted fund, endowment, etc.) and whether the gift is in honor or memory of someone. Please include any special instructions regarding how you wish to be recognized in our Honor Roll of Donors.
3. Mail both envelopes on the same day. The "date of gift" is determined by the postmark.

Substantiation of gifts of securities may require keeping a written record of certain information and filing of IRS Form 8283 with your Federal tax return if the non-cash donation is more than \$500.