HOW TO GIVE SECURITIES TO THE COLLEGE OF SAINT ELIZABETH

First, please contact Tanya Sorce, Director of Annual Fund, at 973-290-4465 to inform us that the gift is being made to the College.

Then, please follow the instructions below:

When stock is held by a brokerage firm or commercial bank:

Instruct your broker or banker to electronically transfer shares of stock directly into the College of Saint Elizabeth’s account held at Merrill Lynch. Our broker at Merrill Lynch is Gerald Dowling. His contact information is as follows:

- Phone: 908-719-6416
- Email: Gerald_dowlingJr@ml.com

Deliver to the following:

College of Saint Elizabeth
Account#: WCMA-6JL-07000
DTC#: 5198
Tax ID#: 221529785

When stock is held in certificate form:

Please have the certificate re-issued as follows:

College of Saint Elizabeth
2 Convent Road
Morristown, NJ 07960-6989
Tax ID#: 221529785

Then deliver or send the certificate of stock by certified or registered mail. A stock power, properly executed, should be sent separately. Both should be forwarded to the following:

Attn: Tanya Sorce
Annual Fund
College of Saint Elizabeth
2 Convent Road
Morristown, NJ 07960-6989

For other transfers, please contact Tanya A. Sorce, Director of Annual Fund, at 973 290-4465.

Thank you for thinking of the College of Saint Elizabeth.