



How to Give Stocks/Securities

1. IF YOUR SHARES ARE HELD IN AN ACCOUNT...

Ask your broker to make an electronic transfer of the shares to Forge City Works' Merrill Lynch account.

Our ML Account #: 6JA03829.
DTC number: 8862

Once the stock is transferred into FCW's account, we will receive notification of the transfer, and a receipt will be sent to you. The effective date of the gift for this method is the date the shares appear in our account. To inform us that the gift has been made, please contact:

Johany Bedon
Development and Communications Manager
860-548-9877 x109
johany@forgecityworks.org

2. IF YOU HOLD THE CERTIFICATE FOR YOUR SHARES...

Please contact Johany Bedon directly (see above), so we can coordinate this process with Merrill Lynch.

3. IF YOU ARE TRANSFERRING SHARES OF A MUTUAL FUND...

Please contact Johany Bedon (see above) to discuss how to initiate the transfer. Because each mutual fund company has its own unique procedure, we will need to contact your mutual fund company or your broker to coordinate the most efficient way to make the transfer.

4. TO ENSURE YOUR GIFT GETS TO THE RIGHT ACCOUNT AND THAT YOU GET CREDIT FOR THE GIFT...

Please contact Johany Bedon with the designation for the stock gift, the number of shares, and the identity of the stock. We prefer that this be done in writing (via email), but you may call Johany directly as well. To ensure the most efficient processing of your gift, it is important to communicate the information listed directly to us. Please do not rely only on your stockbroker or wire transfer service to provide us with this information.

If you have any questions about how to give a gift of stock to Forge City Works, please e-mail or call Johany Bedon using the above contact information. **Thank you for your generosity and support!**