



PROCEDURE FOR DONATING STOCK TO THE JOHN CROSLAND SCHOOL:

Thank you for donating stock to The John Crosland School.

Once you decide what stock to donate, call your broker and have them contact Merrill Lynch.

Your broker will need the following information to initiate the trade.

Merrill Lynch Contact: Dan Sexton
Contact # 704-337-2914
DTC# 5198
The John Crosland School Acct #571-02431
Tax ID # 56-1211583

You will also need to notify The John Crosland School of the upcoming stock transfer. You may notify Karen Himebaugh at khimebaugh@johncrosland.org or call 704-749-6707.

Once the stock is received by Merrill Lynch, it will be sold and then a check will be issued to The John Crosland, net the commission and fees. The net amount will be applied to your account. Be sure to sell enough stock so that the net amount covers the amount you intend it to be.

If you have any questions please feel free to give me a call.

Thank you,

Karen Himebaugh
Director of Finance
John Crosland School
khimebaugh@johncroslandschool.org
704-749-6707 (Direct)
704-365-5490 (Main)