



Winchester Thurston School

Security Delivery Instructions

Thank you for supporting the efforts of the Winchester Thurston School (WT). Below is the information for transferring securities. For safety and ease, our preferred method is to transfer electronically via DTC. Once the stock enters our account, it is sold and a check is forwarded to us and applied to your selected designation and a tax acknowledgement letter is sent.

Please instruct your broker/agent to transfer securities to:

Merrill Lynch & Co.
DTC # 8862
Acct # 82S-02037
Merrill Lynch Contact: Carl J. Marshalwitz
Phone: 412-566-6499
Toll Free: 866-228-9735

AND

Instruct your broker/agent to contact WT:
Attn: Michelle Wion Chitty
Associate Director of Advancement
Winchester Thurston School
555 Morewood Avenue
Pittsburgh, PA 15213
Phone: 412-578-3748
Fax: 412-578-3765
wionm@winchesterthurston.org

Both Merrill Lynch and WT should be contacted at least 24 hours prior to the transfer of securities.

Alternative: If you are in possession of the physical securities, they may be delivered to us. The securities along with a transmittal letter identifying the enclosed (names, class, number of shares, quantity, and certificate numbers) and the designation of the funds may be sent to Winchester Thurston School via **registered mail** to:

Michelle Wion Chitty
Associate Director of Advancement
Winchester Thurston School
555 Morewood Avenue
Pittsburgh, PA 15213

Security certificate **should not** be executed. In addition, a stock/bond power should be completed and mailed under separate cover to the above address. If you do not have one, please call Michelle. The power must be executed (signed) identically to the registered security. Fill in "Winchester Thurston School" in the "sell/assign/transfer" section. Please do not fill in the "attorney to transfer" section.

Thank you very much for your generosity and support of the Winchester Thurston School!