

MIDTOWN-METRO ACHIEVEMENT CENTERS (FORMERLY MIDTOWN EDUCATIONAL FOUNDATION) STOCK TRANSFER INSTRUCTIONS

DTC Transfer of Shares of Stock or Exchange Traded Funds (ETFs)

If your shares are held in street name at a brokerage account, electronic transfer via DTC (Depository Trust Company) is the easiest method. To transfer shares of stock or ETF to MEF via DTC, please use the following instructions:

DTC # 0164

MEF Schwab Account # 7912-7911

In order to promptly and accurately credit a security gift to the appropriate donor, it is essential that the transfer instructions include the donor's name and mailing address. Without this information, we may be unable to identify the donors of certain securities.

If your broker requires further information, he or she should contact:

Jacob Klein, CFP®

Vice President, Financial Consultant

Chicago – Lincoln Park SBO

Mobile 312-982-3324

Fax 312-266-3325

820 W North Ave, Chicago, IL 60642

NMLS # 2221348

Charles Schwab & Co., Inc. | Charles Schwab Bank*

It is important to MMAC that we appropriately acknowledge the generosity of our benefactors in a timely and accurate manner. Please inform Midtown-Metro Achievement Centers of your gift by email, phone, or letter directed to:

Terry Sullivan

Associate Director

Midtown Educational Foundation

718 S. Loomis St.

Chicago, IL 60607

(312) 738-8303

tsullivan@midtown-metro.org

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Mutual Fund Transfer

Mutual fund units cannot be electronically transferred via DTC.

The method used to transfer mutual funds varies, depending on how the fund units are held:

Mutual funds held in a Schwab account can be transferred directly to MMAC's Schwab account by journal entry.

If your mutual fund is held with a brokerage firm other than Schwab, your broker should contact our Schwab representative to arrange for the transfer (see contact information above). You will also need to contact your account representative at your mutual fund company or broker to ask about the process of making a gift of mutual fund shares. Specifically, you will want to ask whether the mutual fund company has a required form for instructions to initiate the transfer, and whether those instructions will require a medallion signature guarantee.

Thank you for your support of MMAC's life-changing programs.