

DTC TRANSFER INSTRUCTION SHEET

IMPORTANT

1 Complete this form and forward it to your financial advisor or securities broker.

2 Send a copy of this form to the Dalton State Foundation at foundation@daltonstate.edu since donor information does not always transmit from brokers.

Please contact us with any questions at 706-272-4473 or foundation@daltonstate.edu

TO (DONOR'S FINANCIAL ADVISOR)

TELEPHONE

FAX

Please use this form as authorization to transfer the securities listed below from my account to Commonwealth Financial Network as my gift to the Dalton State College Foundation, Inc.

FROM (DONOR NAME)

ADDRESS

CITY | STATE | ZIP

TELEPHONE

FAX

NAME OF SECURITY

NUMBER OF SHARES

GIFT PURPOSE

ADDITIONAL NAME FOR JOINT RECOGNITION

SIGNATURE

DTC Transfer Instructions for Financial Advisors

For gifts of securities other than mutual funds to the Dalton State College Foundation, Inc., please deliver by DTC to:

Commonwealth Financial Network
DTC #0226
Ms. Lynn Laughter, Laughter & Jones
Financial Management
For further credit to
Dalton State College Foundation, Inc.
Account #H2Y-246990

IMPORTANT

For proper donor recognition, transfers must include the following information:

- Donor's name and address
- Name of security and number of shares
- Purpose of gift
- If applicable, additional names for joint recognition