

Giving Securities to The Mountain Retreat & Learning Center, Inc.

Phone (828)526-5838

Taxpayer ID Number **58-1396972**

There are two ways you can transfer securities to The Mountain Retreat & Learning Center, Inc. The easiest way is to use the DTC (Depository Trust Clearing) system to initiate a stock transfer. However, if you have the stock certificate(s) on hand, it may be more convenient to transfer the securities via the mail.

The instructions for both processes are listed below. Please follow the instructions exactly. If you have any questions, please call The Mountain and ask to speak with the Finance Department.

FOR STOCK TRANSFERS:

Please give a letter of authorization to transfer stock/securities to your broker that includes the following information:

Transfer _____ shares
from my account # _____
in the name of _____

To: **DTC#8862, Merrill Lynch**

FBO The Mountain Retreat & Learning Center, Inc.

Account Number 569-02191

Please bring this letter to your broker/bank and ask them for a MEDALLION GUARANTEE. Once you obtain the Medallion Guarantee, forward the original letter to your broker.

If you or your broker has any questions about initiating this transfer, please contact Robert E Eberly III of Merrill Lynch at 800-937-0656 or 843-341-9525 and a representative will assist you.

MAILING SECURITIES TO Merrill Lynch

Please complete a "Letter of Relinquishment" – see form on page 2 of this document.

Sign the back of the certificate(s) using the exact name as registered on the front.

Print **Merrill Lynch** in the blank space before the words Attorney To Transfer.

Please send via Certified Mail, FEDEX or UPS to Merrill Lynch, PO Box 5607, Hilton Head Island, SC 29926.

Please contact our Finance Department finance@themountainrlc.org / extension 221 when you know the exact transfer date so that we can monitor the transaction. We thank you for your support.

RELINQUISHMENT LETTER

To:

Merrill Lynch

P O Box 5607

Hilton Head Island, SC 29926

I, _____ am handing you herewith:

_____ shares of _____ stock registered in my name

with the request that you apply this security to the account of:

The Mountain Retreat & Learning Center, Inc., Merrill Lynch Account # 569-02191.

I hereby confirm that I relinquish ownership of these securities to the above referenced brokerage account owners.

Very truly yours,
