



MARINE CORPS SCHOLARSHIP FOUNDATION

www.mcsf.org

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Securities Transfer Instructions



How to Transfer Securities

1. Notify your broker to transfer the specified shares electronically. You will need the following information for your request:

- ★ Marine Corps Scholarship Foundation's DTC number (8862)
- ★ Marine Corps Scholarship Foundation's account number at Merrill Lynch (5TL-85611) to ensure proper designation to Marine Corps Scholarship Foundation.
- ★ The name of the stock you would like transferred.
- ★ The number of shares you would like transferred.

2. Send notification of your transfer to the Accounting and Finance Department at the Marine Corps Scholarship Foundation in one of the following ways:

Via Phone	Randal Turner Senior Accountant 703.549.0060
Via email	Randal.Turner@mcsf.org
Via mail	Marine Corps Scholarship Foundation Attn: Randal Turner 909 N. Washington Street, Suite 400 Alexandria, VA 22314

3. Please note that due to their unique nature, transfers of shares of mutual funds are processed differently and can take four to six weeks to be effective. Please contact Rita Thakur for instructions if you wish to transfer shares of mutual funds.

Account Information

DTC#	8862
Account #	5TL-85611
Account Title:	Marine Corps Scholarship Foundation, Inc.
Tax identification #	22-1905062
Broker:	Depository Trust Company: Merrill Lynch

*The gift valuation date is the date that the Scholarship Foundation's Northern Trust account receives the transferred securities.

*The gift valuation amount for recording purposes is the average of the high and low published selling prices for the transferred securities on the gift valuation date. Please consult your tax advisor for the gift valuation amount for tax purposes.