

GENERAL GIFTING INSTRUCTIONS
LAFAYETTE COLLEGE
Development Office, 307 Markle Hall, Easton, PA 18042
Phone: (610) 330-5046 FAX: (610) 330-5928
February 2008

NOTE: If you are funding a life income agreement, please contact the Estate Planned Giving Office at 610-330-5037 for different instructions.

1. **Checks** should be made payable to Lafayette College and mailed to:

Lafayette College
Development Office
307 Markle Hall
Easton, PA 18042-1774

Please indicate the designation(s) or purpose(s) of this gift on the check and/or in accompanying correspondence.

2. **Securities**

PLEASE NOTIFY THE DEVELOPMENT OFFICE BEFORE TRANSFERRING/MAILING STOCK CERTIFICATES BY CALLING 610-330-5046.

A. Securities Held in a Broker or Bank Account

Complete the "General Security Transfer Form" and mail or fax it to your broker/bank. Send a copy to Lafayette College using the address or fax number shown at the top of this sheet. A letter containing the information listed on the "General Security Transfer Form" can be sent in lieu of the form.

B. Security Certificate Held by Donor

A letter should accompany the stock certificate(s) with instructions on the use of the gift. DO NOT endorse the certificate(s). Instead, endorse the Stock Power(s) and mail it/them in a separate envelope. *Please note that a Medallion Signature Guarantee is required on the Stock Power.* This is a stamp provided by your financial institution when your signature is verified. Both mailings should be sent to:

Lafayette College
Development Office
307 Markle Hall
Easton, PA 18042-1774

Note: Split Certificate(s)

The College through the Bank of New York Mellon (BNY Mellon) can arrange for a stock certificate to be "split" if the number of shares to be donated is less than the total number of shares on the certificate. Please note that the number of shares as completed on the stock power should be the same number as the total number of shares on the certificate. The donor must provide the following instructions in the letter accompanying the stock certificate:

The full name of the donor(s)
The legal address of the donor(s)
The social security number(s) of the donor(s)
Number of shares gifted
Number of shares to be re-registered in the name of the donor(s)

LAFAYETTE COLLEGE
GENERAL SECURITY TRANSFER FORM
Development Office, 307 Markle Hall, Easton, PA 18042
Phone: (610) 330-5046 Fax: (610) 330-5928

DONOR INSTRUCTIONS TO BROKER/BANK

Important: To insure proper credit for your gift, please mail a copy of the instructions given to your broker/bank to:
Lafayette College, Development Office, 307 Markle Hall, Easton, PA 18042-1774 or fax to: (610) 330-5928.

Name of Broker: _____

Firm Name: _____

Firm Address: _____

Street

City

State

Zip

Broker Phone Number: _____ Fax Number: _____

Name of Donor(s): _____

Donor Phone Number: _____ Fax Number: _____

Donor Address: _____

Street

City

State

Zip

I hereby authorize you to transfer the following securities from my account:

Donor Brokerage Account Number: _____

Number of Shares & Security Name: _____ Date Acquired (if known): _____

The designation or purpose of this gift is as follows: _____

(Signature of Donor)

(Date)

(Signature of Joint Donor if applicable)

(Date)

BROKER INSTRUCTIONS

Please transfer these securities using the following instructions:

DTC Eligible Securities: BNY Mellon DTC # 901 ID Agent Bank # 26088

Account #: 536164 Account Name: Lafayette Gift Account Fax #: (315) 414-3025