

Brethren Foundation, Inc.

Cash and Securities Transfer Instructions

For shares held electronically:

Instruct your broker to arrange an electronic transfer to Brethren Foundation, Inc. Either you or your broker may request detailed instructions from the Foundation by e-mail at bfi@brethren.org or by phone at 888-311-6530.

In addition, please contact the Foundation Operations Manager at 888-311-6530 with the security description, CUSIP number, number of shares and date of delivery.

The Brethren Foundation, Inc. has established a Holding Account with Northern Trust Securities. DTC (stands for "Deposit Trust Company") and wire delivery instructions are listed below .

DTC Instructions:

DTC #0226
FBO NT2-066397

Wire Instructions:

JPMorgan Chase / New York, NT
ABA 021000021
Acct Name: NFS
Acct Number: 066-196-221
FBO NT2-066397

Brethren Foundation's service contact at Northern Trust Securities is BSG Midwest Team.
Contact information:

Northern Trust Securities
50 S. LaSalle St. B-12
Chicago, IL 60603
800-621-4482
(312) 557-2006
(312) 557-2003 fax

Additional questions may be directed to Steve Lipinski, Manager of Foundation Operations.

Here is his contact information:

Brethren Foundation, Inc.
1505 Dundee Avenue
Elgin, IL 60120
(847) 622-3377
(847) 960-5712 fax
slipinski@cobbt.org

Updated 10/11/2012

For a paper stock certificate:

1. Send the stock certificate(s) in an envelope to:

Brethren Foundation, Inc
Attn: Director of Foundation
1505 Dundee Ave
Elgin, IL 60120-1619

2. Send the attached **Irrevocable Stock or Bond Power, Form 109**, in a **separate envelope** to the address above. Executing the transfer requires that the Irrevocable Stock or Bond Power form be **signed** by the owner and **signature guaranteed** by a bank official. The donor should use separate envelopes because when all the documents are mailed together, they become negotiable.

If the certificate was registered in the name of the donor(s), this completes the transfer to Brethren Foundation, Inc.

3. If, however, the stock certificate is **registered in the name of the charitable organization**, you must **also** provide a corporate resolution indicating that the person who signed the stock power has the authority to sell securities on behalf of the charitable organization. An officer **other than** the individual who signed the stock power form must sign the corporate resolution. Either emboss the resolution with the raised corporate seal or have it notarized. Include the resolution in the envelope with the stock certificate.