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## INSTRUCTIONS FOR THE DONATION OF MARKETABLE SECURITIES

Thank you for your interest in donating to the Community Education Building!

For your information, the CEB's Policy of the Acceptance of Donated Marketable Securities is included as well as the Securities Contribution Form as a part of these instructions. However, several key points should be noted:

- The CEB will liquidate donated securities immediately upon receipt.
- The CEB Chief Executive Officer may, at your request, accept securities with a maturity date of no more than thirty (30) days from the date of CEB's receipt of the donated security. In this case shares will be liquidated immediately upon maturity.
- Should you wish to donate securities with maturity dates exceeding thirty (30) days the CEB Board must provide prior approval and the securities be facilitated in concert with advice from the brokerage firm, Morgan Stanley, in such a manner to mitigate risk to the CEB.
- Upon liquidation the CEB shall transfer the cash from the brokerage account to the appropriate CEB account and shall create a tax receipt that includes the date of the transfer, the number of shares, and the stock ticker's name. The tax receipt will be mailed to you for your records.
- Proceeds from the sale of the stock are considered unrestricted contributed income unless you impose a restriction as a condition of the gift in which case procedures for accounting for restricted contributions will be followed.

### ACCOUNT INFORMATION

Brokerage Firm: Morgan Stanley  
Jennifer Leary  
[jennifer.leary@morganstanley.com](mailto:jennifer.leary@morganstanley.com)  
(302) 573-4028

Account Holder: Community Education Building Corp  
David Blowman  
[dblowman@cebde.org](mailto:dblowman@cebde.org) (302) 660-4800 ext 201

Account Number: 502-105287-159  
Clearing Number: 0015



Community Education Building Corp.  
Securities Contribution Form  
Tax ID # 45-4797267

**Fill out this portion and send to your broker:**

I, \_\_\_\_\_, on \_\_\_\_\_ do hereby direct  
(Your Name) (Date)

\_\_\_\_\_ to transfer \_\_\_\_\_ shares of \_\_\_\_\_  
(Your Broker) (Number) (Symbol)

from my account \_\_\_\_\_ to the Community Education Building  
Corp. (Your Account Number)

Account Number 502-105287-159, DTC# 0015

Morgan Stanley  
4001 Kennett Pike, Ste 216,  
Two Greenville Crossing,  
Greenville, DE 19807

Telephone Number: 302-573-4028  
ATTN: Jennifer Leary

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please contact: (Your Information)