

New Canaan Library

Instructions for Charitable Gifts of Securities to NCL via People's Bank

1. **If the stock is in certificate form registered in your name:**

Please sign certificate or stock power exactly as registration reads on face of certificate (without entering the Library's name on certificate) and accompany it with a letter of relinquishment.

2. **If the stock is held in your People's Bank account:**

Please send a letter of authorization to the financial consultant handling the account requesting the transfer of the stock position to:

People's Bank Investment Account No. 22149736
People's Bank Investment Account Title: New Canaan Library

3. **If the stock is held in a non-People's Bank brokerage/bank account:**

Please instruct your broker in writing to transfer the stock via the "DTC" system to: DTC No. 0220

People's Bank Investment Account No. 22149736
People's Bank Investment Account Title: New Canaan Library

4. **Please do not register stock in the Library's name:**

A stock power signed by an authorized officer and an updated corporate resolution must be prepared and for each gift. Stock power and resolution cannot be signed by the same person.