Letter of Transmittal of Securities to Williams College

Instructions:
1. Complete this letter.
2. Use two envelopes:
   • send one copy of this letter with the certificates
   • send one copy of this letter with the stock power

to:
Williams College Controller's Office
PO Box 67
Williamstown, MA 01267-0067

TRANSMITTAL AUTHORIZATION

I, ________________________________________________________ wish to give to Williams College

stock certificate number(s):


totaling ______________ shares of ______________ (common, preferred) stock of


registered in my name.

This gift is to be used by Williams for: (select one)

❖ Alumni Fund ❖ Multi-purpose (see attached)
❖ Parents Fund ❖ Other purpose (see attached)
❖ 25th Reunion Fund ❖ Unrestricted
❖ 50th Reunion Fund ❖ General Endowment

Authorized signature: ______________________________________________________
Sign as name appears on certificates.

If owned jointly, authorized signature: __________________________________________
Sign as name appears on certificates.

Date: __________________________

We thank you on behalf of all Williams students and professors who will benefit from your generous gift.

Rev. 3/2009