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

___________________________________________________ (company name) 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. 9/2020