

# 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*)

- |  |   |
|--|---|
| <input type="checkbox"/> Alumni Fund       | <input type="checkbox"/> Multi-purpose (see attached) |
| <input type="checkbox"/> Parents Fund      | <input type="checkbox"/> Other purpose (see attached) |
| <input type="checkbox"/> 25th Reunion Fund | <input type="checkbox"/> Unrestricted                 |
| <input type="checkbox"/> 50th Reunion Fund | <input type="checkbox"/> 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.***