

**THE COLUMBIA COLLEGE
(TAX ID NO. 57-0324915)
STOCK TRANSFER INSTRUCTIONS**

DTC ELIGIBLE SECURITIES

A/N: Bank of America Trust # 1

DTC Participant # 0955

DTC Agent #20955 (to be used if Bank of America is affirming party)

Reference Customer Account Name and Account Number*

THE COLUMBIA COLLEGE ACCOUNT NUMBER: 07-16-002-0330845

*Bank of America Securities Operations Utilizes for all its accounts a 14 digit account number. The ID system only recognizes 12 digit account numbers; therefore drop the first 2 digits of the account number to meet this requirement for ID system processing.

BANK OF AMERICA U.S. TRUST CUSTODY DIVISION:

Helen Chess

503.795.6307

helen.chess@ustrust.com

COLUMBIA COLLEGE CONTACT:

Columbia College

Sandra Jo Burke, Assistant Vice President for Advancement & Alumnae Relations

1301 Columbia College Drive

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803-786-3736 Direct Line

803-786-3647 Facsimile

sjburke@columbiasc.edu

NOTE: Please ask your broker to email, fax or mail a copy of your letter of instruction to:

Sandra Jo Burke

sjburke@columbiasc.edu

FAX: 803.786.3647