



BERKSHIRE COMMUNITY COLLEGE FOUNDATION

Gifts of Stock

Instructions for transferring stock to the BCC Foundation electronically through DTC (shares currently held at a bank, brokerage house, etc.) are below:

DTC (Depository Trust Company) Transfer

Step One

Direct your broker or custodian bank to make the transfer to the BCC Foundation. Your broker or custodian bank is likely to ask you for a letter of instruction before the transfer can be made. Provide the following DTC transfer information for the BCC Foundation to your broker or custodian bank:

Wells Fargo Clearing Services, LLC

DTC Participant #: 0141

BCC Foundation Clearing Account #8716-9388

Reference: (donor name & purpose of gift)**

**without this note, gifts are difficult to identify.

Step Two

Notify the BCC Foundation of your gift. Send a copy of your letter of instructions to:

Email: twoodward@berkshirecc.edu

Phone: 413-236-2185

Mail: BCC Foundation, 1350 West Street, Pittsfield, MA 01201

Please be sure the following information is included:

- Your Name
- Your Address
- Name of Security
- Number of Shares
- Purpose of the Gift
- Name of Brokerage

PLEASE NOTE: Your gift will be dated according to the day the shares enter the BCC Foundation's clearing account at Wells Fargo. The value of your gift will be based on that date. At busy times of the year, the DTC system can back up.

Year-end gift deadline for tax deductions: Please allow extra time for the transfer from your broker's account to the BCC Foundation's Wells Fargo account, and emphasize to your broker the importance of completing the transfer by December 31. When the 31st falls on a weekend, the transfer should be completed by the preceding Friday.