



CHICAGO COMMONS
700 North Sacramento Blvd., Suite 141
CHICAGO, ILLINOIS 60612
773-838-5600

GIFTS OF STOCK TRANSFER PROCESS
Steps to transfer gifts of stock to Chicago Commons

1. Notify Chicago Commons of your intention to transfer stock.

Contact Sue G'sell, Director of Development, at 773-826-4256 (DIRECT LINE), by fax at 773-722-5045 or by e-mail at gsells@chicagocommons.org

[Bank of America will be notified to expect the stock transfer gift.]

Include the following information in the notification:

- Number of shares
- Donor's name
- Type of stock, common or preferred
- Name of stock
- QUSIP number, if that information is available to you or your broker
- Estimated value on transfer date
- Name of brokerage house or other entity that is doing the transfer

2. Deliver stock through the Depositor Trust Corporation as follows:

Deliver gifts to:

Merrill Lynch DTC #5198

For benefit of Chicago Commons Association, account #8FW-02001

Chicago Commons FEIN 36-2169136

Thank you.