



**Asset Transfer Instructions for Gifts of Stock
Otterbein College
Effective June 23, 2008**

Step 1. Notify Otterbein

Before the transfer takes place, please take a moment to notify Abby Grove, Gifts Processor, in the Otterbein College Office of Institutional Advancement:

Tel: 614.823.1952 Otterbein College
Fax: 614.823.1905 One Otterbein College
agrove@otterbein.edu Westerville, OH 43081

Otterbein cannot process your gift of securities unless we know the identification of the donor.

Step 2. Provide this information to your broker (DTC transfers)

Your broker will need the following information about Otterbein's account at:

RBC Wealth Management
Two Portland Square, 5th Fl
PO Box 17600
Portland, ME 04112
Attn: Beth Kelly
Tel: 207.756.6150
Tel: 800.341.0336
Fax: 207.871.1778
Email: bethany.kelly@rbc.com

Otterbein College Taxpayer Identification No. 31-4379532

DTC Participant Account Number: 0235
Reference: Account: 30957776
Further Reference: Otterbein College/Donor's Name

Instructions for Transfer of Physical Stock or Mutual Fund Shares

To obtain information on transferring a physical stock certificate or mutual fund shares to Otterbein, please contact Lynne Schneider, Controller, in the College Business Office, at 614.823.1354 or lschneider@otterbein.edu.

Wire Transfers:

Please contact Lynne Schneider, Controller, at 614.823.1354 or lschneider@otterbein.edu for more information and instructions.