

**INSTRUCTONS FOR CONTRIBUTING SECURITIES TO THE
FRIENDS OF WILLIAMSBURG REGIONAL LIBRARY FOUNDATION**

*[approved 1/20/99; amended 8/16/00; amended 1/20/03; amended 5/27/08;
amended 9/20/11; revised 5/2018]*

STOCK HELD BY DONOR:

If the stock is registered in your name, then mail the unsigned certificates to the attention of Mr. Sean Allburn, Davenport & Co LLC, 5400 Discovery Park Blvd., Suite 301, Williamsburg, VA 23188-2882, along with a cover letter stating your intention to make a gift to the Friends of Williamsburg Regional Library Foundation (this letter of intent is necessary for Friends of Williamsburg Regional Library Foundation to sell the securities). In a separate envelope, send Mr. Allburn sufficient signed stock powers (signed in black and omitting Williamsburg Regional Library Foundation's name) to cover the number of certificates being donated. All signatures on the stock powers must have a signature guarantee from a bank or stockbroker. Additionally, you should sign the stock powers exactly as your name is shown on the stock certificates. Finally, we recommend that you send the certificates by certified mail as a precaution.

If a donor of the securities requires a stock power, call Karen Molineux (757) 258-2804 to receive one from Davenport & Co. LLC. Davenport & Col LLC also can signature guarantee any documents at their office, if a donor decides to hand deliver the securities.

STOCK HELD BY A BROKER:

If the stock is held by your broker in what's known as "street name," notify your broker and Friends of Williamsburg Regional Library Foundation that you want to contribute a specific number of shares of stock to the Friends of Williamsburg Regional Library Foundation. Instruct your broker to transfer these shares to the Friends of Williamsburg Regional Library Foundation electronically by what's known as "DTC." Below are instructions for the book entry transfer of securities to Friends of Williamsburg Regional Library Foundation by DTC.

DTC BOOK ENTRY TRANSFER INSTRUCTIONS

DTC # 0715
Davenport & Co LLC
For Further Credit: Friends of Williamsburg Regional Library
Foundation A/C# 4878-4750
Contact Person: Karen Molineux (757) 258-2804

ADDITIONAL INFORMATION:

Friends of Williamsburg Regional Library Foundation Tax I.D. Number: 54-1639135

Friends of Williamsburg Regional Library Foundation Contact:
Benjamin J. Goldberg (757) 259-4042

Friends of Williamsburg Regional Library Foundation Fax # (757) 259-4079

