HOW TO GIVE SECURITIES TO SAINT ELIZABETH UNIVERSITY

Please contact Louise Novotny in the Annual Fund Dept. with stock information details.

**When stock is held by a brokerage firm or commercial bank:**

Instruct your broker/banker to electronically transfer shares of stock directly to Saint Elizabeth University account held at Merrill Lynch.

SEU broker at Merrill Lynch:
Gerald Dowling
Telephone: 908-719-6416
Email: Gerald_dowling@ml.com

Deliver to the following:
Saint Elizabeth University
Account#: 6JL-02211
DTC#: 8862
Tax ID#: 221529785

If stock is held in certificate form Please have the certificate re-issued as follows:

Saint Elizabeth University
2 Convent Road
Morristown, NJ 07960-6989
Tax ID#: 221529785

Send the certificate of stock by certified or registered mail. A stock power, properly executed should be sent separately. Both should be forwarded to:

Saint Elizabeth University
Attn: Louise Novotny
Annual Fund
2 Convent Road
Morristown, NJ 07960-6989

For other transfers, please contact Louise Novotny: phone: 973 290-4415, email:lnovotny@steu.edu.

*Thank you for thinking of Saint Elizabeth University.*