Date

Donor name

Donor address

Donor phone number

Computershare Trust Company, N.A.

480 Washington Boulevard, 29th Floor

Jersey City, NJ 07310

1-888-426-6700

**Subject: Letter of Instruction to Gift Shares**

To Whom It May Concern:

Please electronically gift \_\_\_\_\_shares of IBM Common Stock held in my account:

From:

Computer share acct #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name on acct (exactly as appears on your statement) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of account: Common Stock Account or Employee Stock Purchase Plan (circle one)

To:

Agency’s Broker/Dealer Name: RBC Wealth Management

Attn: Acct Transfer Dept

60 South 6th Street

Minneapolis, MN 55104

612-607-8229

Broker Dealer Participant DTC #: 0235

Please include -

Code: 040-free delivery donation

Memo field: United Way of Olmsted County a/c 310-42487

Agency’s Acct Number at Broker: 310-42487

Agency Tax ID Number: 41-0695594

Agency Name:

United Way of Olmsted County

903 West Center Street, Ste 100

Rochester MN 55902-6278

If you have any questions, please contact me. Thank you.

Yours truly,

Name \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signature

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_signature

Signature(s)

Note: Please sign exactly as name(s) appear on your account. If the stock is registered in more than one name, please type all names and have all parties sign.