

2021

**DALLAS EMPLOYEES' FAVORITE CHARITIES CAMPAIGN**  
**INSTRUCTIONS FOR DONATING STOCK**

Contributors wishing to donate stock in lieu of a check gift or payroll deduction pledge may use the following procedures to make their contribution. To be included in this year's campaign, pledge cards must be submitted by December 31, 2021 and stock transfers must be completed by December 31, 2022. *Note that donations are tax deductible in the year that transfers are processed.*

- Any stock traded on the New York Stock Exchange, the American Stock Exchange, or over-the-counter may be contributed to America's Charities. America's Charities, our fiscal agent, will then liquidate the stock and distribute the proceeds to the designated charities.
- It is most tax-efficient to contribute appreciated stock, because the donor does not realize any capital gain on the donated securities.

**STOCK HELD IN ANY BROKERAGE ACCOUNT**

- To contribute stock held in your account with Morgan Stanley or **any other brokerage account**, the attached "Stock Contribution Transfer Form" **must** be completed.
- This form can be used for ExxonMobil stock or shares of any other corporation.
- **To execute the stock transfer, please submit the form directly to your broker/advisor.** If you have indicated a future transfer date (i.e. several weeks/months from the current date) on your pledge card, the form should be submitted to your broker/advisor near the desired transfer date.
- **For proper acknowledgement of your donation**, please also send a copy to Morgan Stanley at [XOM@MORGANSTANLEY.COM](mailto:XOM@MORGANSTANLEY.COM) or via fax to 315-849-1619.
- Questions or issues? Contact Gwen Garibaldi at Morgan Stanley, 973-993-5263.

**EXXONMOBIL STOCK HELD IN A COMPUTERSHARE ACCOUNT**

- Contributions that are \$10,000, or more, please contact Sherry Englade at 972.940.6702.
- Contributions less than \$10,000 can be transferred to America's Charities electronically through [www.computershare.com](http://www.computershare.com). Please contact Computershare directly at 800.252.1800 if you encounter any problems.
- America's Charities account number with Computershare: C0009579494
- America's Charities EIN: 541517707
- America's Charities address: 14150 Newbrook Drive, Ste 110, Chantilly, VA 20151

**PHYSICAL STOCK CERTIFICATES (EXXONMOBIL)**

- If you wish to contribute Exxon Mobil Corporation stock, and the certificates are in your possession, please contact Sherry Englande.
  - Email: [sherry.m.englande@exxonmobil.com](mailto:sherry.m.englande@exxonmobil.com)
  - Phone: 972.940.6702

**PHYSICAL STOCK CERTIFICATES (OTHER THAN EXXONMOBIL)**

- If you wish to contribute stock of corporations other than ExxonMobil, and you hold the stock certificates in your possession, contact Lavelle Donnelly at America's Charities;
  - Email: [ldonnelly@charities.org](mailto:ldonnelly@charities.org)
  - Phone: 703.674.5360

If you have general questions or concerns, contact April Bradley at 832-624-9497.