



**Donating Securities to  
ARCS FOUNDATION NATIONAL  
ENDOWMENT AND/OR OPERATIONS FUNDS**

**If you intend to donate securities to a specific ARCS chapter, please contact the chapter directly.**

**Letter of Instruction**

If your securities are held "in street name" with your broker, you simply need to provide your broker with this Letter of Instruction (if you are transferring stock from a joint account, both account owners must sign this Letter of Instruction), which provides your broker with instructions to **transfer** (not sell) shares of identified stock(s) to the brokerage account of ARCS Foundation National Endowment Fund or National Operations Fund.

1. Name on your account \_\_\_\_\_
2. Your account number \_\_\_\_\_
3. The company stock(s) you wish to transfer \_\_\_\_\_
4. The number of shares you wish to transfer as a donation \_\_\_\_\_

Please transfer to the following **ARCS Foundation National Fund** via DTC (please select one):

\_\_\_ **Charles Schwab & Company, Inc.**  
**DTC Clearing 0164, Code 40**  
**For further credit to**  
**ARCS Foundation, Inc. Endowment**  
**Account No. 9917-6120**

\_\_\_ **Charles Schwab & Company, Inc.**  
**DTC Clearing 0164, Code 40**  
**For further credit to**  
**ARCS Foundation, Inc. Operations**  
**Account No. 3703-3043**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

***Please submit this Letter of Instruction to your broker and send a signed copy of this letter by mail or email to ARCS Foundation. It is imperative that you inform ARCS of this donation; otherwise, ARCS will not know you are the donor of this stock transfer and cannot acknowledge your donation for tax purposes.***

**ARCS Foundation National Funds**  
**Attn: Vice President for Finance**  
**P.O. Box 2649**  
**LaGrange GA, 30241**  
**Email: [national.vp.finance@arcsfoundation.org](mailto:national.vp.finance@arcsfoundation.org)**

Please check with your broker and ARCS Foundation soon after submitting your order to ensure that it has been received and that the transfer has been completed. This is especially important if you initiate your gift shortly before December 31.

Your broker will inform you of the value of the stock on the day it is transferred. ARCS Foundation will credit the donor with the mean value of the stock (the sum of the day's high and low prices divided by two) on the day it is received into the ARCS Foundation Charles Schwab account.