

[logo]

## Delivery Instructions for Stock

### Donation Information

Name of person donating: \_\_\_\_\_

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

City, State ZIP: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

In memory or in honor of (if applicable, circle one): \_\_\_\_\_

Mail memorial/honor card to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of shares: \_\_\_\_\_

Type of stock (name): \_\_\_\_\_

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### Method of Stock Delivery (choose one)

- Electronic delivery through Depository Trust Company (DTC)

DTC ID# **XXXX**

Our account # **XXX-XXXXXX**

**or**

Our tax ID # <b>XX-XXXXXXX</b>
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- Physical stock certificates

Mail to: **ATTN:**

**Organization Name**

**Address**

**City, State ZIP**

**Special instructions:** Please mail the certificate and stock power in separate envelopes. This is for security purposes.

Please notify **[contact name, title,]** before the transfer of any stock to be received so proper acknowledgement may be made. If you have any questions, please call **[phone number]**.

**Please return this completed form to [department/organization name].**