**Instructions for Donating Appreciated Securities to ARCS® Foundation Atlanta Chapter Endowment Fund**

If your securities are held “in street name” with your broker, you simply need to provide this completed form to your broker and ARCS Foundation Atlanta Chapter’s Treasurer. This provides your broker with instructions to ***transfer*** (not sell) shares of identified stock(s) via DTC toARCS Foundation Atlanta Chapter brokerage account. If you are transferring stock from a joint account, both account owners must sign.

1. Your account name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Your account number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. The company(ies) stock you wish to transfer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. The number of shares you wish to donate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transfer to ARCS Foundation Atlanta Chapter:

**Account Number: 9228-3795**

**Account Name: Achievement Rewards for College Scientists Foundation Atlanta Chapter**

**DTC Number: 0164**

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

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

**IMPORTANT:**

***ARCS Foundation will not know that you are the donor of this stock***

***transfer and cannot acknowledge your donation for tax purposes***

***unless you notify us. When you submit these instructions to***

***your broker, you must also mail or email a copy of this letter to:***

**Louise Yeoman**

**VP Finance and Treasurer**

**ARCS Foundation Atlanta Chapter**

**PO Box 52124**

**Atlanta, Ga 30355**

**Email: Yeoman\_louise@yahoo.com**

Please check with your broker and ARCS Foundation Atlanta Chapter’s Treasurer 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.

The donor will be credited with the value of the stock that is transferred into ARCS Foundation’s account.