FOR DONATION OF SECURITIES to ARCS NATIONAL ONLY

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: ___________________________________________

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 of Finance  
P.O. Box 2649  
LaGrange GA, 30241  
Email: national.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.