



**Donating Securities to  
ARCS FOUNDATION NATIONAL  
OPERATING and/or ENDOWMENT 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):

\_\_\_ **National Financial Services**  
**DTC Clearing 0226**  
**For further credit to**  
**Achievement Rewards for College**  
**Scientists Foundation Endowment**  
**Account ending in 551**

\_\_\_ **National Financial Services**  
**DTC Clearing 0226**  
**For further credit to**  
**Achievement Rewards for College**  
**Scientists Foundation Operating**  
**Account ending in 554**

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

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

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

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

***Submit this Letter of Instruction to your broker and send a signed copy of this letter by email to [national.vp.finance@arcsfoundation.org](mailto:national.vp.finance@arcsfoundation.org).***

***It is important that you inform ARCS of this donation so that we may 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 account.