

Donating Securities to the
ARCS FOUNDATION, INC. NATIONAL FUNDS
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) via DTC to the brokerage account of ARCS Foundation National Endowment Fund or National Operations Fund.

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 _____

Please transfer to the following ARCS Foundation National Fund via DTC to **(please check 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: _____

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 this Letter of Instruction to your broker, please also notify us by email and mail your signed copy of this letter to:

First Foundation Advisors
Attn: Cathy Fair
301 North Lake Ave, Suite 100
Pasadena, CA 91101
Email: cfair@ff-inc.com

ARCS Foundation National Funds
Attn: Vice President of Finance/Operations
P.O. Box 240
Artesia, CA 90702-0240
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 (i.e., 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.