

Donating Appreciated Securities to the
ARCS FOUNDATION, INC. NATIONAL ENDOWMENT FUND
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 ARCS Foundation National Endowment Fund brokerage account.

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 National Endowment Fund via DTC to:

Charles Schwab & Company, Inc.
DTC Clearing 0164, Code 40
For further credit to
ARCS Foundation Inc. Endowment
Account No. 9917-6120

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 send copies of this letter to:

First Foundation Advisors
Attn: Cathy Fair
301 North Lake Ave, Suite 100
Pasadena, CA 91101

ARCS Foundation National Endowment
Attn: Vice President of Finance
P.O. Box 240
Artesia, CA 90702-0240

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.