



Instructions for Contributions of Stocks

Electronic Transfer. The easiest way to transfer stocks or bonds to the community foundation is to transfer the asset to our Schwab account via electronic transfer, or “DTC.” To transfer stocks or bonds this way, simply send your bank or brokerage firm signed instructions to transfer the asset to the **“California Community Foundation’s Schwab account # 2035-9907 via DTC#0164.”** Sample instructions to a broker for electronic transfers are attached.

Questions? Call (213) 413-4130 and ask for:
Agnes Luansing, Accounting Manager
Todd Yuba, Controller

**SAMPLE LETTER TO BROKER FOR
ELECTRONIC TRANSFER OF STOCKS AND BONDS**

Date _____

Broker Name _____
Firm _____
Address _____
Address _____

RE: Gift of Stock to California Community Foundation

Dear _____:

This letter constitutes my direction to you to transfer the following shares of stock from my account number _____ to the California Community Foundation's Charles Schwab account number 2035-9907 via DTC number 0164.

Number of Shares	Company
_____	_____
_____	_____

I intend this transfer to be an irrevocable gift to the California Community Foundation. Please expedite this transfer and advise me when it is complete.

Very truly yours,

(Donor's name & signature)

cc: Agnes Luansing, California Community Foundation (email aluansing@calfund.org or fax # 213-622-2969)