



## STOCK TRANSFER INSTRUCTIONS

---

To transfer stock to Benton Community Foundation (“BCF”), please complete and fax or deliver this form to your broker. When stocks are transferred via DTC, there is no way to identify the donor or the purpose of the gift. Thus, it is *extremely important* that you notify BCF when transferring securities so that we may send you a tax donation receipt and apply your gift to your intended purpose or fund. Please call us at 541-753-1603 or e-mail us at [paula@bcfgives.org](mailto:paula@bcfgives.org) to let us know you intend to transfer securities.

---

**Broker name:** \_\_\_\_\_

**Broker’s firm name:** \_\_\_\_\_

**Broker’s address:** \_\_\_\_\_

**RE:** \_\_\_\_\_ (Enter your account number)

\_\_\_\_\_ (Enter your name)

Dear Broker:

Please accept this letter as my request and authorization to execute the following stock gift transfer of shares from the above referenced account. Please deliver these shares to the broker for Benton Community Foundation as follows:

**DTC # 0443**  
**Bank of NYC/Pershing, ABA #021000018**  
**Account #**  
**Benton Community Foundation, TIN 93-6022916**

**Description of Shares:** \_\_\_\_\_

**Number of Shares:** \_\_\_\_\_

**Apply my gift as follows:**

\_\_\_ Please use this gift where needed most.

\_\_\_ Please use this gift for grants to Benton County Charities via the annual competitive grant cycle.

\_\_\_ Please use this gift to build and sustain the capacity of BCF to meet the changing needs of the community.

\_\_\_ Please apply this gift to the following fund: \_\_\_\_\_.

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

\_\_\_\_\_  
Your Signature