



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 # (call us for info) via DTC#0164.”** Sample instructions to a broker for electronic transfers are attached.

Resources at California Community Foundation (213) 413-4130:

Carol Bradford, Vice President of External and Donor Relations
Barry Peterson, Director of Charitable Business Development
Summer Moore, Accounting Officer, Operations

**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 Broker:

This letter constitutes my direction to you to transfer the following shares of stock from my account number _____ to the California Community Foundation's Schwab account number _____ 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: Summer Moore, California Community Foundation (fax # 213-622-2969)