



## Letter of Instruction for Transfer of Assets

If you are transferring assets, please use this form and type or print clearly in CAPITAL letters and black ink. If you need more room for information or signatures, use a copy of the relevant page.

### 1. Donor Instructions

**Complete and deliver this Letter of Instruction as follows:**

Mutual funds (two to four weeks to complete transfer from receipt of instructions): Provide letter with mutual fund statement to your custodian and notify National Charitable Endowment of the donation. Your custodian may require additional paperwork for processing.

Securities: Provide letter to your custodian and notify National Charitable Endowment of the donation. If shares are part of a DRIP, please call your custodian for instructions. Your custodian may require additional paperwork for processing.

Delivering Broker's Firm: \_\_\_\_\_ Broker's Name: \_\_\_\_\_

Date (MM/DD/YYYY): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

### Transfer Instructions

Originating Firm Account Number **FROM:** \_\_\_\_\_

National Charitable Endowment Account Number **TO:** \_\_\_\_\_

**Note to Broker-Dealers** — *this account number is not the valid delivery brokerage account. See the Broker-Dealer Instructions in the following section.*

Number of Shares	Approx. Dollar Amount if known
	\$
	\$
	\$

OF

OF

OF

Security/Mutual Fund Name

### 2. Signatures and Dates

Please accept this Letter of Instruction as my authorization to irrevocably transfer the above positions from my account with your firm to National Charitable Endowment.

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date (MM/DD/YYYY): \_\_\_\_\_



NATIONAL CHARITABLE ENDOWMENT

Owner/Authorized Individual Name: \_\_\_\_\_

Owner/Authorized Individual Signature: \_\_\_\_\_

Date (MM/DD/YYYY): \_\_\_\_\_

### **3. Broker-Dealer Instructions**

Deliver all eligible securities per these instructions. **Shares should be transferred in kind and are not to be liquidated.**

For credit to: [National Charitable Endowment](#)

For benefit of: \_\_\_\_\_

DTC: [5981 Axos Advisor Services](#)

Account Number: \_\_\_\_\_

Any physical deliveries (i.e., certificates) should be sent via registered mail to:

National Charitable Endowment, 23 Old Kings Highway South, Darien, Connecticut 06820