DTC Transfer Instructions

TO: Merrill Lynch
DTC #8862

RE: For Further Credit to The Community Foundation for Greater Atlanta, Inc.
Account No. 706-04J05 benefiting “The ______________ Fund”

Please note that the account number is 706 – 04J05, and that the sixth character is the capital letter J.

REQUIRED INFORMATION:

The donor will need to provide:

1. Name of stock(s) and number of shares to be transferred
   Stock Name/Shares - __________________________________________________

2. Approximate value of shares - ___________________________________________

3. Anticipated date of transfer - ____________________________________________

4. Your broker’s name, firm and phone number - ______________________________

The Community Foundation typically sells publicly traded shares one business day after it receives the shares. Without the information requested by this form there may be a significant delay in the sale and reinvestment of stock gifts.

We want to provide the highest quality service from the moment you initiate your gift. To do so, we need the above information delivered to Cedric Smith (phone: 404.333.0101, fax: 404.688.3060 or email: csmith@cfgreateratlanta.org) at the Community Foundation PRIOR to making the DTC transfer. We need this information for the following reasons:

1. To sell the stock, we must ensure that we are the intended owner (e.g. possible electronic transfer mix-up),
2. We must know the donor’s identity to re-invest the assets as soon as practicable and send the tax acknowledgement letter.
3. The Foundation can confirm receipt of inbound stock transfers one business day after the transferring agent executes the move through DTC. If you would like a confirmation of receipt when the shares are received, please reach out to your philanthropic officer.
Sample Instruction Letter:

DATE: __________________

(Name and address of broker)

Dear _________________:

This letter serves as authorization to transfer from my account (no. ________________) the following securities:

___________ shares of __________________________ Stock

___________ shares of __________________________ Stock

___________ shares of __________________________ Stock

Please send the securities to Merrill Lynch DTC #8862, the Community Foundation for Greater Atlanta, Inc. for further credit to account 706-04J05 to benefit The ______________________ Fund.

Sincerely,

_________________________

cc: Cedric Smith
Community Foundation for Greater Atlanta
191 Peachtree Street NE, Suite 1000
Atlanta 30303
Phone: 404.333.0101
Fax: 404.688.3060
csmith@cfgreateratlanta.org