



## 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 # \_\_\_\_\_ via DTC# \_\_\_\_\_.”** Sample instructions to a broker for electronic transfers are attached.

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

**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 Charles Schwab account number \_\_\_\_\_ via DTC number \_\_\_\_.

<b>Number of Shares</b>	<b>Company</b>
_____	_____
_____	_____

I intend this transfer to be an irrevocable gift to the California Community Foundation for credit to \_\_\_\_\_ (fund name or number). Please expedite this transfer and advise me when it is complete.

Very truly yours,

\_\_\_\_\_  
(Donor's name & signature)

cc: Agnes Luansing, California Community Foundation (fax # 213-622-2969)