



CLEAR

PRINT

Charitable Gift Transfer Letter of Authorization

For donations to a Schwab Charitable™ account, please use the Contribute to Your Donor-Advised Fund Account form located on the Resources tab at www.schwabcharitable.org.

- **Complete, sign, and fax to: 1-877-824-3726, Attention: Outgoing Transfers. Clients of investment advisors: Please return this form to your advisor.**
- Use this form to make charitable gift donations by transferring stocks, bonds, and/or mutual funds from your Schwab account to an Individual or charitable organization account held at another financial institution.

Schwab Account Information

Schwab Account Number Account Title/Registration

Securities to Be Transferred

For each security listed, indicate either Purchase Date and Cost Per Share or Alternate Accounting Method.

*Only whole shares of equity/stock can be transferred (any fractional shares requested will remain in the account). Shares cannot be specified in a dollar amount.

Name of Stock/ Bond/Mutual Fund	Symbol/Ticker/ CUSIP	Number of Shares to Be Transferred*	Purchase Date (Optional)	Cost Per Share (Optional)	Alternate Accounting Method (Please indicate: FIFO, LIFO, Low-Cost, or High-Cost)
_____	_____	_____	_____	_____	OR _____
_____	_____	_____	_____	_____	OR _____
_____	_____	_____	_____	_____	OR _____

If a specific lot is not available, we will apply your account's default accounting method. FIFO (first in, first out) is applied when the mutual fund is set to average cost. Please reference the Cost Basis Disclosure Statement for additional details.

Transfer Instructions

If you are transferring mutual funds, please contact the receiving Institution to obtain delivery instructions.

Charitable Organization or Individual Recipient Information:

Receiving Institution Account Number Account Title/Registration

Contact Name at Charitable Organization or Name of Individual Recipient Telephone Number

Name of Receiving Institution DTC Number *Required*

Your name will appear as the charitable gift donor unless you check the following box:

I wish for this gift to be anonymous.

Authorization to Transfer

Please accept this letter as authorization to irrevocably transfer the above listed security(ies) from my/our Schwab account to the designated individual or charitable organization listed above. Shares will be transferred in kind and are not to be liquidated. I hereby release and discharge Schwab and its affiliates from any liability or claims in connection with the aforementioned instructions and agree to indemnify and hold Schwab harmless against any losses from any action, claim, or demand of any person based upon Schwab acting under these instructions.

Signature(s) and Date(s) Required

SIGN HERE



Please sign and date using blue or black ink.

Account Holder Signature Today's Date *mm/dd/yyyy*

Print Name





Fifth Third Bank

DELIVERY INSTRUCTIONS

1. **Mutual Fund non-ACAT Delivery**

We will need to establish a shell account to receive the fund, which will require:

- Mutual Fund Name
- Number of Units to be delivered
- Ticker/Trading symbol
- Donor Name
- Delivering Broker/Custodian Firm

This information is needed by your middle office representative, Jennifer, who will enter the pending delivery into TADL's 5/3 account and serving as a placeholder for the delivery. This also alerts our Back Office Settlement team to send the specific mutual fund delivery instructions to Jennifer, when it has been established, and she will communicate them back to you or to your donor's broker.

Time frame for completion of the delivery depends on where the fund is eligible to settle:

- Schwab is our preferred settlement, and we should have the shell account in 24 hrs
- NSCC is the next preferred, and typically takes about a week
- Some small mutual funds are only available with a direct account. This is rare, but if we need to establish an account directly with a fund company, it can take several weeks.

2. **Individual Stock/Bond**

DTC Participant Number	2116
Agent Bank Account	540028427825
A/C Name	Traverse Area District Library

3. **Federal Reserve Wire Instructions (Cash Gifts)**

Fifth Third Bank N.A.
ABA 042000314
A/C 71575856
F/F/C: 540028427825
A/C Name: Traverse Area District Library

Any questions at all can be directed to either:

Michael Pavlick, (517) 351-0406, Michael.Pavlick@53.com or
Katie Perlmutter, (616) 653-5241, Kathryn.Perlmutter@53.com