

**Donating Appreciated Securities to the
ARCS® FOUNDATION National Endowment Fund**

Letter of Instruction

If your securities are held "in street name" with your broker, you simply need to provide your broker with this Letter of Instruction (if you are transferring stock from a joint account, both account owners must sign this Letter of Instruction), which provides the broker with instructions to **transfer** (not sell) shares of specific stock(s) to the ARCS Foundation National Endowment Fund brokerage account.

1. Your account name _____

2. Your account number _____

3. The company(ies) stock you wish to transfer _____

4. The number of shares you wish to donate _____

The ARCS Foundation broker:

**Charles Schwab & Company, Inc.
DTC Clearing 0164, Code 40
ARCS Foundation Inc. Endowment
Account No. 9917-6120**

Signature: _____ Signature: _____

Date: _____ Date: _____

IMPORTANT:

ARCS Foundation will not know that this stock transfer has come from you unless you notify us. When submitting this Letter of Instruction to your broker, please send a copy to:

**First Foundation Advisors
Attn: Cathy Fair
301 North Lake Ave, Suite 100
Pasadena, CA 91101**

Please check with your broker and ARCS Foundation soon after submitting your order to ensure that it has been received and that the transfer has been completed. This is especially important if you initiate your gift shortly before December 31.

Your broker will inform you of the value of the stock on the day it is transferred. ARCS Foundation will credit the donor with the mean value of the stock (i.e., the sum of the day's high and low prices divided by two) on the day it is received into the Charles Schwab account.