



TRANSFER INSTRUCTIONS FOR PUBLICLY TRADED STOCKS AND MUTUAL FUNDS

For all gifts of stock:

A letter of authorization from the donor to the The Olympic Club Foundation is required. A sample letter is attached. If you have any questions, please call Josh Frankel or Jane Mendelson at (212) 382-8611. Please scan a copy of your letter to Josh Frankel (josh_frankel@ml.com) and John Ring (jring@olympicclubfoundation.org).

A. Transfers from a donor account at an investment management or brokerage firm (Broker to Broker)

Note: Donor's broker must initiate the transfer.

In addition to the letter above, please provide your broker with the following instructions to transfer securities to The Olympic Club Foundation.

1. Merrill Lynch
Attn: Josh Frankel or Jane Mendelson
114 W 47th St, 17th Floor
New York, NY 10036
(212) 382-8611
Email: josh_frankel@ml.com
2. Merrill Lynch Securities, **DTC #8862**
3. Olympic Club Foundation Merrill Lynch Securities Account number: **850-03728**
4. Account Name: **The Olympic Club Foundation**
5. Instruct your broker to include the following information on the trailer line (second line) of the transfer instructions:

a. FBO The Olympic Club Foundation and (Donor Name)

NOTE: Failure to include the above information for each transfer will delay identifying the donation and could cause us not to acknowledge the donation in timely manner.

B. Stock certificates donated directly by donor

The Donor can send their stock certificate and an executed stock power form (attached) **via registered mail** to Merrill Lynch at the address below. A letter of authorization must accompany the stock certificate and executed stock power.

**Merrill Lynch
Attn: Josh Frankel or Jane Mendelson
114 W 47th St, 17th Floor
New York, NY 10036
(212) 382-8611**

Your Name
Your Address
City, State Zip Code
Your Telephone

DONOR DIRECTED, LETTER OF AUTHORIZATION

Date: _____

Broker Name

Brokerage Firm Name

Address

City, State, Zip Code

Re: {Account Number}

Dear _____ :

Please accept this as your authorization to deposit _____ shares of _____ stock into the Merrill Lynch brokerage account number **850-03728** of The Olympic Club Foundation. This purpose for this donation is _____.

Stock transfer information:

Merrill Lynch

Attn: Josh Frankel or Jane Mendelson

114 W 47th Street, 17th Floor

New York, NY 10036

Phone: 212-382-6811

Email: josh_frankel@ml.com

Jane_mendelson@ml.com

Merrill Lynch Securities: **DTC #8862**

Olympic Club Foundation Merrill Lynch brokerage account number is: **850-03728**

Account Name: **The Olympic Club Foundation**

Include the donor's name on the trailer line (second line) of their transfer instructions.

Please be sure to notify Josh Frankel at Merrill Lynch and John Ring at The Olympic Club Foundation of your stock donation to ensure that it is properly tracked and distributed.

Thank you for your attention to this matter. Please call John Ring at 415-710-0580 if you have any questions.

Sincerely,

Customer Signature

Joint Customer Signature