

STEPS FOR TRANSFERRING PUBLICLY TRADED STOCK FROM A BROKERAGE ACCOUNT FOR BOTH INDIVIDUALS AND INSTITUTIONS

If DTC-eligible Securities are Held in "Street Name" in a Brokerage Firm Account or Book Entry in Custodial Account:

1. Type or write the "Letter of Intent," preferably on the Donor's stationery, if available. Fax or mail the letter to TPF. See enclosed sample on page 2.
2. Type or write the "Letter of Transfer," (see page 3 for sample) preferably on Donor's stationery (*fax or mail copy of letter to TPF*), and have broker or custodian transfer stock to:

Northern Trust Company
50 South LaSalle Street
Chicago, Illinois 60675

For the Account of:

Texas Presbyterian Foundation
Account # 26-10466 Northern Trust Depository Trust Company Account #2669

3. The value of the gift is determined by the mean of the high and low of the selling price of the securities on the date the stock certificates are received in the Foundation offices or are "booked" by our broker.
4. If funds are in a Dividend Reinvestment Plan (DRIP), please call the office for specific instructions.
5. Please furnish TPF with the cost basis of your securities at your earliest convenience for correct tax reporting schedules.

If you, your broker, CPA or legal counsel have questions, do not hesitate to call TPF @ 1-800-955-3155. The TPF Fax number is 214-522-3157.



LETTER OF INTENT - TO BE TYPED ON DONOR'S STATIONERY

Name of Donor
Donor's Address
Donor's City
March 11, 2016

Mr. John C. Furlow, Jr.
Executive Vice-President & COO
Texas Presbyterian Foundation
6100 Colwell Blvd., Suite 250
Irving, Texas 75039

Dear Mr. Furlow:

This letter will authorize the transfer of _____ shares of [common or preferred] stock of _____ to Texas Presbyterian Foundation as a charitable gift to _____ [institution], to be placed in _____ fund held at Texas Presbyterian Foundation or as a charitable gift to fund the [Name of Donor] Charitable Gift Annuity for the benefit of _____.

Sincerely,

[Name of Donor]

[Name of Donor]

Cost basis of Securities (if available for individual gifts only): _____

Date of Acquisition: _____ (Can be approximate)

Agreed and accepted this _____ day of _____, 20_____.

TEXAS PRESBYTERIAN FOUNDATION

By: _____

John C. Furlow, Jr., Executive Vice-President

IMPORTANT: PLEASE FAX OR MAIL THIS LETTER TO THE FOUNDATION BEFORE THE STOCK IS TRANSFERRED SO OUR BROKER KNOWS TO ACCEPT THE STOCK AND NOT SEND IT BACK TO THE ORIGINATING BROKER. THANK YOU.

LETTER OF TRANSFER -TO BE TYPED ON DONOR'S STATIONERY SAMPLE LETTER -NEEDED IF SECURITIES ARE HELD BY BROKERAGE FIRM

Name of Donor
Donor's Address
Donor's City
March 11, 2016

Arnold G. Smith
Jones Brokerage Firm
1234 Main Street
Anytown, Texas 75000

Re: XXXX Shares of Common Stock in XYZ Corporation
Held in Account No.

Dear Mr. Smith:

This is to authorize and direct Jones Brokerage Firm to deliver the above referenced XXXX shares of XYZ Corporation common stock to TEXAS PRESBYTERIAN FOUNDATION as a charitable gift, by transferring the shares from my/our account through Depository Trust Company to the account of Texas Presbyterian Foundation as follows:

Northern Trust Company
50 South LaSalle Street
Chicago, Illinois 60675

Trust Depository Trust Company Account #2669
Credit to Account # 26-10466
For Texas Presbyterian Foundation

(Instruct your broker to call TPF for instructions for transfer of stock if not using Northern Trust for the sale of the stock)

Sincerely,

Name of Stockholder

Name of Joint Stockholder (if any)