

TEXAS PRESBYTERIAN FOUNDATION

SUGGESTED 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.

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**

June 28, 2013

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**

June 28, 2013

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)