



## Instructions for Stock Transfer

Date \_\_\_\_\_

Donor(s) Name(s) \_\_\_\_\_

To Whom It May Concern:

Please use this letter as my/our authorization to transfer \_\_\_\_\_ shares of \_\_\_\_\_  
number of shares \_\_\_\_\_ name of security  
\_\_\_\_\_

CUSIP \_\_\_\_\_

Description \_\_\_\_\_

Certificate number \_\_\_\_\_

Certificate date \_\_\_\_\_

Acquisition date \_\_\_\_\_

to the Community Foundation of Whitley County, Indiana,

as my/our charitable donation to the \_\_\_\_\_

Fund.

### ***DTC eligible securities:***

- DTC Clearing 5409 fbo Lake City Bank 741030019
- Code 40
- Provide "Community Foundation of Whitley County" and "Account #650121015" on delivery advice

### ***Physical delivery of securities:***

- Deliver via registered/certified mail with a signed stock power to:  
Lake City Bank  
Attn Wealth Advisory Group Operations Dept  
113 E Market Street  
Warsaw, IN 46580
- Provide "Community Foundation of Whitley County" and "Account #650121015" on delivery advice

Sincerely,

\_\_\_\_\_  
Donor's Signature

\_\_\_\_\_  
Joint Donor's Signature

\_\_\_\_\_  
Donor's Printed Name

\_\_\_\_\_  
Joint Donor's Printed Name

400 N Whitley Street  
Columbia City, IN 46725  
[www.cfwhitley.org/how-to-give](http://www.cfwhitley.org/how-to-give)

Return completed form to the Community Foundation

p 260-244-5224  
[vanessa@cfwhitley.org](mailto:vanessa@cfwhitley.org)