



Instructions for Transferring Gifts of Stock/Securities to HOPE Atlanta

1. Please send written instructions (or completed broker transfer form) to your broker specifying that you wish to make a charitable contribution to HOPE Atlanta. At a minimum, please include the five items below in your transfer instruction document:

- a. include the issuer of the securities (type of stock) and/or ticker symbol
- b. include the number of shares (or the minimum gift value)
- c. instruct them to transfer to Charles Schwab & Co Inc account 4640-3366
- d. include "this account belongs to HOPE Atlanta, Federal Tax ID #58-0566247"
- e. specifically request that the donors First and Last Name are transferred with the details, otherwise they will not release your name and we will not know how to acknowledge the gift

2. Your broker should transfer securities to HOPE Atlanta via the broker account listed below.

Broker Firm: Account #	Charles Schwab & Co Inc
DTC #	4640-3366
Brokerage Firm Contact	0164
Info	Attn: Corey Nieves

3. Please notify Liz Liston, Chief Development Officer, so that HOPE Atlanta will expect the transfer of securities and provide the proper tax documents to you. The broker will not automatically notify Liz, so please don't omit this step when the transfer is initiated or completed. An email copy of the transfer instructions from step #1 above will suffice. Here is her contact information:

HOPE Atlanta
Liz Liston, Chief Development Officer
458 Ponce de Leon Ave. NE
Atlanta, Georgia 30308

Phone: 470.668.2609

Email: liston@hopeatlanta.org

Thank you for your support of HOPE Atlanta!