

TRANSFER INSTRUCTIONS FOR SECURITIES

Texas Presbyterian Foundation can assist with the transfer of appreciated securities* to fund a donation to our partners by following the steps below:

1. Notify TPF by email (beth.wilt@tpf.org) with this information:

- a. Donor Name
- b. Name of securities being donated
- c. Number of shares being donated
- d. Name of beneficiary organization

2. Provide donor's broker with TPF's DTC account information:

DTC Eligible Securities
Depository Trust Company
DTC #2669
The Northern Trust Company
Trust Department
Account No. 26-10466
Account Name: TPF DN – CLIENT ASSETS

3. Donor should notify the beneficiary organization the gift is being made.

*TPF IS UNABLE TO PROCESS GIFTS OF MUTUAL FUNDS SHARES

***Please note that TPF will not place a liquidation order on a security that we are unable to identify both the donor and the beneficiary. The security will be held "in kind" until we have that information and TPF is not responsible for any market loss that may occur.*