

Gifting of Securities (registered in donor's name) in Certificate Form to an Organization

You will need:

Items

1. Physical Stock/Bond Certificate
2. Letter of Authorization - "Gift of Stock/Bond Certificate" (Attachment A)
3. Irrevocable Stock/Bond Power (Attachment B - Sample)
4. Letter of Notification to the organization informing them of the gift of securities (Attachment C)

Transfer Instructions:

- Complete and sign Letter of Authorization (Attachment A)
All parties registered on the stock certificate must sign the letter of authorization.
- Sign "Irrevocable Stock/Bond Power" (Attachment B - Sample)
All parties registered on the stock/bond certificate must sign the Stock Power
*Note: Do not complete any other lines on this form. Only your signature(s) is required. **DO NOT** sign the actual stock/bond certificate.*
- Inform the organization of your gift by completing Letter of Notification of Gift of Securities (Attachment C)
- Deliver or mail items 1 -4 as noted above:
(Physical securities certificate, Letter of Authorization (Attachment A), Irrevocable Stock/Bond Power (Attachment B) and Letter of Notification (Attachment C))

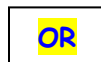
Direct to the Organization:

Name: League of Women Voters

Address: 62 Grand Street
Albany, New York 12207

Attention: Kristen Myers

The organization will then be responsible to deliver securities to brokerage firm



Direct to the Organization's Brokerage Firm

Brokerage Name: Smith Barney

Address: 1448 Balltown Road
Niskayuna, NY 12309

Attention: **Richard or Lydia Rollins**
(Broker's Name)

Note: If items 1-4 are delivered direct to the brokerage firm, the donor must notify the organization separately of donor's gift by forwarding a duplicate copy of Attachment C - Letter of Notification to the organization. The brokerage firm will not be responsible for doing this.

**Gift of Stock/Bond Certificate
Letter of Authorization (LOA)**

Attachment A

Date: _____

Organization's Brokerage Firm:

Name: Smith Barney
Address: 1448 Balltown Road
Niskayuna, NY 12309
Attention: **Richard or Lydia Rollins**
(Broker's Name)

To Whom It May Concern:

I wish to gift the following securities: **(Donor completes this section)**

| Company Name | # Shares |
|---------------------|-----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Note: each different security must be accompanied by a separate stock/bond power

to the following organization for deposit to their account as designated below:

Name of Organization: League of Women's Voters

Brokerage Account #: 078-07093-17-201

Sincerely

(Donor signature here)

Signature

Signature

Note: All parties registered on the certificate must sign this letter of authorization

Letter of Notification of Gift of Securities
Attachment C

Please be advised that I (we) have made a gift of securities to you:

Organization Name: League of Women Voters

Address: 62 Grand Street
Albany, New York 12207

Attention: Kristen Myers

Comments: _____ e.g represents annual pledge

Details are as follows: (Donor completes this section)

| <u>Company Name</u> | <u># Shares</u> | <u>Date of LOA</u> Letter Authorization of Transfer Attachment A |
|---------------------|-----------------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Securities and attachments A & B
delivered direct to you (per enclosures)

Securities and attachments A & B
delivered direct to brokerage firm

Sincerely

(Donor/s signature/s)

Signature

Date

Signature

Date

Note: Donor is responsible of informing the organization of gift. Donor must mail duplicate copy of this letter to the organization in event that securities are delivered directly to brokerage firm.

Gift of Securities via Wire Transfer from Donor's Brokerage Account to Organization's Brokerage Account

- Donor to mail or fax to his/her broker the following completed and signed:

1. Letter of Authorization LOA (Attachment D)

"Gift of securities via wire transfer from Donor's brokerage account to Organizations Brokerage Account"

Note: All parties registered on the brokerage account must sign this letter of authorization (Attachment D). If you fax the LOA to your broker you will need to forward the original to your brokerage house for their records.

2. Completed and signed "Letter of Notification of Gift of Securities" (Attachment C)

Note: Brokerage firms will not be responsible for notifying the organization of donor's gift.

- Donor to mail duplicate copy of (Attachment C) "Letter of Notification of Gift of Securities" direct to the organization.

**Gift of Securities Certificate
via Wire Transfer from Donor's Brokerage Account
or Organization's Brokerage Account
Letter of Authorization (LOA)**

Attachment D

Donor's Brokerage House:

Date: _____

Name: _____

Address: _____

Attention: _____

(Broker's Name)

To Whom It May Concern: **(Donor completes this section)**

I wish to gift the following securities from my account # _____

| <u>Company Name</u> | <u># Shares</u> |
|---------------------|-----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

to the following organization for deposit to their account as designated below:

Name of Organization: League of Women Voters

Name of Organization's

Brokerage Firm: Smith Barney (201)

Brokerage Account #: 078-07093-17-201

DTC# 0418

CODE (if applicable) _____

(Donor/s signs)

Signature

Signature

Note: All parties registered on the donor's brokerage account must sign this letter of authorization.