

# STOCK OR MUTUAL FUND DONATION INSTRUCTIONS

ALL INFORMATION IS KEPT CONFIDENTIAL

## **Instructions for Donor to Transfer from their Account to Highland's Account**

1. Have donor fill out both the **Stock or Mutual Fund Donation Form** and **Letter of Authorization**. Donors only need to fill in the donor information, all Highland's information has already been filled out.
2. Fax or email the completed forms to the donor's broker who holds the stocks or mutual funds for the donor. For example, Charles Schwab, TD Ameritrade, Vanguard, etc.
3. Fax or email the completed forms to Zack Martin:

Fax Number: 715-298-3826

Email: [zmartin@focusfinancial.com](mailto:zmartin@focusfinancial.com)

**OR**

## **Instructions for Donor to Transfer When Original Physical Stock Certificates are in Hand**

1. The donor's **Letter of Authorization – Physical Stock Certification Donation** must be signed with a signature medallion and the provider of the medallion must not be affiliated with Pershing in any way. Most local banks can provide this service.
2. Another form must be completed by the donor, the **Stock Certificate Third Party Release** form. This already has all of Highland's information filled out. Enter the date in Section 1, the donor's stock information in Section 2, and have the donor(s) sign and date in Section 3.
3. Mail both completed forms along with the physical stock certificate to Pershing:

Pershing, LLC  
One Pershing Plaza  
Jersey City, New Jersey 07399  
Attn: Securities Received, 7<sup>th</sup> Floor

4. Fax or email copies of the completed forms to Greg Brown.