



### **Instructions to Transfer Stocks to The Forest Stewards Guild**

Please instruct your current broker or custodian to “DTC” your donation to the Forest Stewards Guild account at Charles Schwab. Your broker will most likely require you to provide them with a written LOA or Letter of Authorization, which indicates the name of the security, the number of shares, and includes the following delivery instructions:

- Forest Stewards Guild
- Schwab Account # 7418-9394
- DTC Clearing #0164, Code 40

Should you need additional help with the delivery process please contact Ami Kane ([ami@forestguild.org](mailto:ami@forestguild.org)) and provide her with the following information so that we may properly acknowledge and provide a receipt for your gift:

- Donor Name (s) – first and last
- Donor address, phone, and email
- Name of stock and number of shares transferring
- Date of transfer

The Forest Stewards Guild is a registered 501(c)(3) not-profit-organization our tax ID# is 85-0446866. All or part of your gift may be tax deductible as a charitable contribution. Please check with your tax advisor.

Your donation will be used to practice and promote stewardship that forges a healthy future for people and forests.

Thank you!

P.O. Box 6058  
Santa Fe, NM 87502

505-983-8992

[ForestStewardsGuild.org](http://ForestStewardsGuild.org)