



# DTC Transfer Instruction Sheet

If you have any questions, please contact [board@lflibraryfoundation.org](mailto:board@lflibraryfoundation.org).

**1** Please complete this form and transfer it to your financial advisor.

**2** Please also email a copy of the completed form to [board@lflibraryfoundation.org](mailto:board@lflibraryfoundation.org).

To  
(Donor's Financial Advisor)

Telephone

Fax

*Please use this form as authorization to transfer the securities listed below from my account to The Lake Forest Library Foundation as my gift to Lake Forest Library.*

From  
(Donor Name)

Address

City | State/Province | Country

Telephone

Fax

Name of Security

Number of Shares

Gift Purpose (if other than  
Capital Improvement Project)

Please list additional name for  
joint recognition

Signature

## DTC Transfer Instructions for Financial Advisors

For gifts or securities other than mutual funds to The Lake Forest Library Foundation, please deliver the DTC to:

Depository  
Trust & Clearing  
Corporation (DTCC)  
Securities

DTCC Number:  
0141

Account Name:  
The Lake Forest  
Library Foundation

Account Number:  
#1281-9600

Donor Name  
if applicable

### IMPORTANT

**For proper donor recognition, transfers must include:**

- Donor's name and address
- Name of security and number of shares
- Purpose of gift
- If applicable, additional names for joint recognition

