DTC Transfer Instruction Sheet

If you have questions, please send us a message at www.lakeforestlibrary.org/contact.

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

2 Please also email a copy of the completed form to mscheibler@lakeforestlibrary.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:

Depositary 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