



## **DTC OR ELECTRONIC TRANSFER INSTRUCTIONS**

These instructions cover the following transfers:

- DTC or Electronic Transfer of Stock
- Transfer of Mutual Fund(s)

DTC or Electronic transfer is the fastest and most secure method for donating securities.

It is a two-step process:

- 1- Please notify **FRIENDS ACADEMY** of your intention to donate securities prior to initiating the transfer of securities to **FRIENDS ACADEMY**.
- 2- Our account is held at Vanguard. Prior notification is critical to identifying your gift of securities, as donor information does NOT transmit through the DTC system.
  - a. Broker Instructions to deliver securities to our brokerage account at Vanguard:

<b>Deliver To</b>	Vanguard
<b>DTC</b>	0062
<b>Account Number</b>	<b>15668624</b>
<b>Account Name</b>	FRIENDS ACADEMY
<b>Reference</b>	{Donor Name-Year } or

Your donation will NOT be complete until you notify FRIENDS ACADEMY of your intent to donate securities and until the shares are received in the FRIENDS ACADEMY Vanguard Brokerage account.

**Friends Academy Tax ID: 11-1633485**

IMPORTANT: Please include the following:

1. The donor's name
2. The name of company or fund being transferred
3. The number of shares