

When SARC receives stock gifts, the shares must first be transferred into SARC's brokerage account. SARC then liquidates the shares as soon as allowable and the proceeds are invested according to our investment policy. Your financial institution will not transfer stock without your written authorization. SARC has a brokerage account at Scottrade.

Please notify your broker and SARC that you would like the gift X amount of shares and XYZ Company stock to SARC. Use the sample letter to do this. Please send or fax a copy of the letter to SARC at the same time you send the letter to your broker.

Scottrade  
DTC #0705  
A/C SARC  
A/C #72560684  
Attn: Steve Ridge  
P: 410-933-6674  
F: 410-933-0410  
7904 Honeygo Blvd.  
Nottingham, MD 21236

## Sample Broker Letter

Date

Donor's Broker Name  
Donor's Broker Firm  
One Main Street  
City, State, Zip

Dear **(Insert Broker Name)**:

This letter is to authorize you to deliver **(Insert number)** shares of **(Insert name of company)** stock from my account number \_\_\_\_\_ to SARC. I will be calling to ensure the transfer has taken place.

The information that you will need to make this transfer is as follows:

Deliver to: Scottrade 7904 Honeygo Blvd Nottingham, MD 21236

ATTN: Steve Ridge

Contact Phone: 410-933-6674

DTC #:0705

Receiving Account: #72560684

Receiving Account Name: SARC.

Tax I.D. #: 52-1224705

This gift of stock is for: **(select appropriate response)**

\_\_\_\_\_ General Operating Support

\_\_\_\_\_ New Safehouse Project

\_\_\_\_\_ Other special project (Please note)

I understand my gift of stock is irrevocable and becomes an asset held by SARC, which maintains full fiduciary responsibility and ownership of this gift.

If you have any questions, or need more information, please call me.

Joe and Jane Donor

**cc:**

**SARC Development Department**

**PO Box 1207**

**Bel Air, MD 21014**

**Fax: 410-838-9484**