

Procedure for Stock Donation

Stock donations occur in of two formats. The procedure for each of these formats is outlined below.

1. If the stock is currently held at a brokerage firm.

The donor should provide a letter to the broker identifying the stock to be donated, and directing that the stock be transferred to the Stephen Center's account at Charles Schwab.

The letter should provide the following information:

Account name: Stephen Center, Inc.
Charles Schwab DTC number: 0164, Code 40
Account number: 4921-5991

The letter must be signed and dated.

2. If the stock is physically held by the donor.

The donor should obtain a stock power form from a broker and complete the required information. The completed stock power form, a letter of authorization identifying the stock and stating that the stock is being donated to the Stephen Center, and the stock certificate should be provided to a brokerage firm to make the transfer to the Stephen Center's account at Charles Schwab.

The authorization letter should provide the following information:

Account name: Stephen Center, Inc.
Charles Schwab DTC number: 0164, Code 40
Account number: 4921-5991

The letter must be signed and dated.

In either case, it is advisable that donors notify Stephen Center personnel prior to any such stock transfer. Subsequently, Charles Schwab should be notified that such a transfer is impending.

Stephen Center, Inc.
Federal Tax ID # 363363994