

## **Stock Donations (Outright)**

Please contact WildEarth Guardians (see below) for separate instructions for transfers made to fund charitable gift annuities, charitable trusts or pooled income fund gifts.

### ***Step #1 CONTACT WILDEARTH GUARDIANS***

Please instruct your broker to notify WildEarth Guardians **prior** to transfer, so that your gift can be handled expeditiously and properly acknowledged for tax purposes.

#### **BY PHONE:**

John Horning  
505-988-9126 x1153

**BY E-MAIL:** [jhorning@wildearthguardians.org](mailto:jhorning@wildearthguardians.org)

### ***Step #2 INSTRUCT YOUR BROKER TO TRANSFER***

See below

### ***Step #3 TRANSFER THE SHARES***

***(Electronic, Broker In-House, or Via Gift Clearing Account)***

#### **A. Instructions for Electronic (DTC) and Broker In-House Transfers**

Your broker may transfer to WildEarth Guardians' Smith Barney account shown below. OR, if your account is with Smith Barney, your broker may wish to make a broker in-house transfer into WildEarth Guardians' existing account. See details below.

#### **For Direct Transfer Code (DTC) or Smith Barney In-House:**

Smith Barney  
Account #: 608-09554-1-9-019  
DTC #0418  
150 Washington Ave., Suite 301  
Santa Fe, New Mexico 87501  
Attn: Jeffery Sweers, Financial Advisor; Martha Dowell, Contact  
505-988-7717 or 800-757-3842 (Telephone)  
505-988-7777 (Fax)  
FFC WildEarth Guardians  
WILDEARTH GUARDIANS Tax ID #: 85-0406306

#### **B. Instructions for Transfer into a Broker Gift Clearing Account**

Have your broker contact WILDEARTH GUARDIANS about the gift as soon as possible. WILDEARTH GUARDIANS will give your broker instructions as to the disposition of the shares.

**Important Notes:**

If your stock is stock **issued in certificate form and held by you**, please contact John Horning at 505-988-9126 x1153; jhorning@wildearthguardians.org.

If your stock is **depreciated stock**, you can first SELL the shares, then donate the proceeds to WILDEARTH GUARDIANS, claim a gift deduction, AND claim a capital loss deduction to offset any other capital gains you may have.

If your stock is **insider or otherwise restricted stock**, please contact John Horning at 505-988-9126 x1153; jhorning@wildearthguardians.org.

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**Sample Transfer Instructions Letter for Stock**

For electronic transfer of uncertificated stock.

Date \_\_\_\_\_

Broker Representative Name

Brokerage Firm Name

Address

City, State, Zip Code

Re: Transfer request

Name of Stock Owner/Account Registration

Account #: \_\_\_\_\_

Dear Broker Representative / To whom it may concern:

Please accept this letter as authorization to DTC transfer from the shareholdings recorded under account number \_\_\_\_\_ to WildEarth Guardians via WILDEARTH GUARDIANS' brokerage account at Smith Barney, a gift of \_\_\_\_\_ shares of the stock of \_\_\_\_\_ (ticker symbol \_\_\_\_\_). **Please do not sell or redeem these units**, as doing so may result in negative tax consequences.

**Before transferring**, please first contact John Horning at WILDEARTH GUARDIANS (505) 988-9126 x1153 or jhorning@wildearthguardians.org, so that the gift can be expeditiously handled and properly acknowledged for tax purposes. WILDEARTH GUARDIANS' account information for DTC transfer and Tax ID number are below. [*If the stock is not traded on an American exchange, please add the following: "As the stock is traded on a foreign exchange, please also contact WILDEARTH GUARDIANS broker representative Jeffery Sweers prior to sending, so that receiving instructions may be set up."*] You may reach Mr. Sweers at 505-988-7717 or 800-757-3842.

Smith Barney

Account #: 608-09554-1-9-019

DTC #0418

150 Washington Ave., Suite 301

Santa Fe, New Mexico 87501

Attn: Jeffery Sweers, Financial Advisor; Martha Dowell, Contact

505-988-7717 or 800-757-3842 (Telephone)

505-988-7777 (Fax)

FFC WildEarth Guardians

WILDEARTH GUARDIANS Tax ID #: 85-0406306

Sincerely,

(Signature Guarantee, if required)

cc: John Horning

WildEarth Guardians

312 Montezuma Ave.

Santa Fe, NM 87501

Fax No: 505-989-8623