



Instructions for Transferring a Gift of Stock to Establish a Pooled Income Gift

Thank you for your interest in donating stock to the ACLU Foundation. To effect the orderly transfer of the securities, please follow these instructions as appropriate to your situation.

- a) If you have physical possession of the stock certificates, you should send the certificates (unendorsed) in one envelope and a blank stock powers form with the signature(s) of the stock owner(s) as they appear on the certificates, in another envelope, to the following address:

ACLU Foundation Office of Gift Planning
125 Broad Street, 18th Floor
New York, NY 10004

- b) If you do not have physical possession (a situation sometimes known as a broker "street account") then you can instruct your broker to transfer the stock electronically through Depository Trust Company (DTC). Instruct your broker to transfer the appropriate number of shares to:

American Civil Liberties Union Foundation, Inc.
Gift Planning Account # **52-013292**
State Street Financial Center, Agent in Boston, DTC # 987

In order to ensure a smooth transfer, it is vital that the ACLU Foundation Office of Gift Planning is notified of your intentions *before* the transaction occurs. Prior to instructing your broker, please call us and provide the following information:

- 1) The name of the issuer and/or symbol
- 2) The number of shares being transferred
- 3) The anticipated date of transfer

Our toll-free telephone number is (877) 867-1025.

Please do not hesitate to contact the Office of Gift Planning, if you or your broker have any questions. Thank you again for your interest in supporting the ACLU Foundation.