

Donation Instructions

The following transfers are covered by these instructions:

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

DTC OR ELECTRONIC TRANSFER INSTRUCTIONS

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

It is a two-step process:

- 1- Please notify the LLEF Treasurer at treasurer@llef.org with your intention to donate securities prior to initiating the transfer of securities to Las Lomas Education Foundation
- 2- Our account is held at First Republic Securities Company LLC (FRSC). 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 FRSC:

Deliver To	First Republic Securities Company LLC
DTC	0443(Clearing through Pershing LLC)
For Further Credit to Account Number	33L203578
Account Name	Las Lomas Education Foundation
Reference	{Donor Name-Year } or {Anonymous }

Mutual Fund Instructions

Please contact Mike Mancini or Gloria Wong at First Republic Securities Company at Onlinebrokerage@firstrepublic.com

The following information is required:

Account Number	
Share Quantity	
Symbol	
Donor Name	Name-Year } or {Anonymous }
Financial Institution	

Your donation will NOT be complete until you notify Las Lomas Education Foundation of your intent to donate securities, and until shares are received in Las Lomas Education Foundation First Republic Securities Company (FRSC) Brokerage account.