

**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](mailto: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 Wells Fargo Advisors. 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:

<b>Deliver To</b>	Wells Fargo Advisors
<b>DTC</b>	0141
<b>For Further Credit to Account Number</b>	5508-7202
<b>Account Name</b>	<b>Las Lomas Education Foundation</b>
<b>Reference</b>	{Donor Name-Year }

**Mutual Fund Instructions**

Please contact RJ Touchi at Wells Fargo Advisors at [rj.toguchi@wellsfargoadvisors.com](mailto:rj.toguchi@wellsfargoadvisors.com)

The following information is required:

<b>Account Number</b>	
<b>Share Quantity</b>	
<b>Symbol</b>	
<b>Donor Name</b>	{Donor Name-Year }
<b>Financial Institution</b>	

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 Wells Fargo Advisors Brokerage account.