Charitable Gift Transfer
Letter of Authorization

• Complete, sign, and fax to: 1-877-824-3726, Attention: Outgoing Transfers. Clients of investment advisors: Please return this form to your advisor.
• Use this form to make charitable gift donations by transferring stocks, bonds, and/or mutual funds from your Schwab account to an Individual or charitable organization account held at another financial institution.

Schwab Account Information

<table>
<thead>
<tr>
<th>Schwab Account Number</th>
<th>Account Title/Registration</th>
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Securities to Be Transferred

<table>
<thead>
<tr>
<th>Name of Stock/Bond/Mutual Fund</th>
<th>Symbol/Ticker/CUSIP</th>
<th>Number of Shares to Be Transferred*</th>
<th>Purchase Date (Optional)</th>
<th>Cost Per Share (Optional)</th>
<th>Alternate Accounting Method (Please indicate: FIFO, LIFO, Low-Cost, or High-Cost)</th>
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If a specific lot is not available, we will apply your account's default accounting method. FIFO (first in, first out) is applied when the mutual fund is set to average cost. Please reference the Cost Basis Disclosure Statement for additional details.

Transfer Instructions

Charitable Organization or Individual Recipient Information:

<table>
<thead>
<tr>
<th>Receiving Institution Account Number</th>
<th>Account Title/Registration</th>
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<thead>
<tr>
<th>Contact Name at Charitable Organization or Name of Individual Recipient</th>
<th>Telephone Number</th>
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<table>
<thead>
<tr>
<th>Name of Receiving Institution</th>
<th>DTC Number Required</th>
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Your name will appear as the charitable gift donor unless you check the following box:

☐ I wish for this gift to be anonymous.

Authorization to Transfer

Please accept this letter as authorization to irrevocably transfer the above listed security(ies) from my/our Schwab account to the designated individual or charitable organization listed above. Shares will be transferred in kind and are not to be liquidated. I hereby release and discharge Schwab and its affiliates from any liability or claims in connection with the aforementioned instructions and agree to indemnify and hold Schwab harmless against any losses from any action, claim, or demand of any person based upon Schwab acting under these instructions.

Signature(s) and Date(s) Required

Account Holder Signature

Date: mm/dd/yyyy

Print Name
1. **Mutual Fund non-ACAT Delivery**
   We will need to establish a shell account to receive the fund, which will require:
   - Mutual Fund Name
   - Number of Units to be delivered
   - Ticker/Trading symbol
   - Donor Name
   - Delivering Broker/Custodian Firm

   This information is needed by your middle office representative, Jennifer, who will enter the pending delivery into TADL’s 5/3 account and serving as a placeholder for the delivery. This also alerts our Back Office Settlement team to send the specific mutual fund delivery instructions to Jennifer, when it has been established, and she will communicate them back to you or to your donor’s broker.

   Time frame for completion of the delivery depends on where the fund is eligible to settle:
   - Schwab is our preferred settlement, and we should have the shell account in 24 hrs
   - NSCC is the next preferred, and typically takes about a week
   - Some small mutual funds are only available with a direct account. This is rare, but if we need to establish an account directly with a fund company, it can take several weeks.

2. **Individual Stock/Bond**
   - DTC Participant Number: 2116
   - Agent Bank Account: 540028427825
   - A/C Name: Traverse Area District Library

3. **Federal Reserve Wire Instructions (Cash Gifts)**
   - Fifth Third Bank N.A.
   - ABA: 042000314
   - A/C: 71575856
   - FIFICO: 540028427825
   - A/C Name: Traverse Area District Library

Any questions at all can be directed to either:

Michael Pavlick, (517) 351-0406, Michael.Pavlick@53.com or
Katie Perlmutter, (616) 653-5241, Kathryn.Perlmutter@53.com