

# childadvocates®

## Stock Transfer Instructions

Thank you for your interest in making a charitable gift in the form of a Stock Transfer.

**Please note that you must initiate all securities donations with your broker and please consult your broker to ensure that the stock is eligible for electronic delivery over the Deposit Trust Company (DTC) system (this is the fastest, most secure and cost-effective method of donating securities).**

Acknowledgement will be made in compliance with IRS regulations. Please consult with your tax advisor before making a charitable donation to any charity.

Please complete the information below to notify us and help ensure that your gift is processed accurately. Please send the completed information to:

Rachel Hanse  
Finance & Operations Director, Child Advocates  
rachel.hanse@childadvocates.org fax 713-529-1390

or, mail to:  
Child Advocates phone 713-529-1396  
Attn: Rachel Hanse  
3701 Kirby Drive, Suite 400  
Houston, Texas 77098

### Donation is made to (check one):

- Child Advocates, Inc. (Tax ID #76-0111345)**  
*Your gift will specifically support programs and operations conducted by Child Advocates, Inc.*
- Child Advocates Endowment, Inc. (Tax ID #76-0386619)**  
*The earnings from your gift will provide long-term support for the programs operated by Child Advocates, Inc.*

### Donor and Securities Information:

_____ Name & Type of Securities (e.g. IBM Common S	_____ Symbol	_____ No. of Shares	_____ Transfer Date
_____ Donor Name	_____ Broker Name		
_____ Donor Address	_____ Broker Company / City / State		
_____ Donor City / State / Zip	_____ Broker Contact / Telephone Number		
_____ Donor Telephone	_____ Donor Email Address		

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## Specific Processing Procedures

**Receiving Firm Name & Address:**

Merrill Lynch  
Attn: Margaret Kirby  
800 Capitol Street  
Suite 1900  
Houston, Texas 77002  
713-658-1319

**DTC Eligible Securities: Deliver to DTC Clearing Number 8862**

Credit to (please check one):

- Child Advocates, Inc.  
Account Number: 582-04979
- Child Advocates Endowment, Inc.  
Account Number: 582-74Z00

**Reference:** Donor Name (this will help ensure your donation is properly credited)

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Date Signed

**NOTE:** All account holders must sign this request (e.g. an individual account would require one signature; a Joint Tenants in Common would require two signatures)

For gifts of Stock not held in brokerage account or for gifts of Restricted Stock,  
please contact Merrill Lynch as follows:

Merrill Lynch  
Attn: Margaret Kirby  
800 Capitol Street  
Suite 1900  
Houston, Texas 77002  
713-658-1319