**DTC Instructions – Donations of Securities**

## Thank you for your interest in donating to Kenya Education Fund (Tax ID: 54-2056227). As your name may not transfer with the securities, please notify KEF in advance of the transfer. We are grateful for your support and want to ensure that we are aware of your generosity and acknowledge you in a timely matter for income tax purposes.

## STEP ONE:

## Call Stephanie Guzman at KEF at +1 626-324-4216 to alert us of your pending gift by providing the information below or send a copy of this form to sguzman@kenyaeducationfund.org.

Name of Donor:

Would you like to be recognized for your donation and listed publicly?

☐ Yes, please list me as:

☐ No, please make my donation anonymous

Phone Number: Email:

Donor Address:

Name of Stock: Number of Shares:

Broker Name and Number: Date of Transfer:

Gift Designation, if Any:

**STEP TWO:**

**If Using Electronic Transfer:** Send the below information to your broker to complete the transfer:

DTC Number: 0226

Clearing Firm: National Financial Services

Receiving account name: Kenya Education Fund

Account number: NK2-063069

Include donor name to further ensure your gift is properly acknowledged.

**If Transferring By Mail:** If you are in the ***physical possession***of a stock certificate, use the following procedure:

* Draft and send a Letter of Authorization
* The signature of the person(s) named on the certificate(s) must be on the back of the certificate(s)
* KEF’s account number (#NK2-063069) should be written on the face of the certificate(s)
* Send these documents by a tracked mail system for security purposes (i.e. Federal Express, Registered Mail, etc.) to our broker at the following address:

 Mr. Gregory Prymaczek

SSG-Investment Advisory Associate

Signature Securities Group

261 Madison Avenue, New York, NY 10016

*Many employers have employee matching gift programs and will match your personal charitable donations. Ask your accounting or human resources department if you are eligible to increase the impact of your gift.*