

**WHEN TO USE THIS FORM:**

Use this form to make charitable gift donations by transferring securities (or stocks, bonds, mutual funds and/or REITS) from ETC Brokerage Services to an Individual or charitable organization account held at another financial institution that can accept such transfers.

Please submit the Charitable Gift Transfer Letter of Authorization with a Distribution Form (for qualified retirement accounts) or a Withdrawal Request Form (for non-retirement accounts).

- Any tax questions resulting from this transfer or redemption of securities should be directed to your tax advisor.
- Since the transfer of shares does not result in a sale of securities, the donor may not incur a taxable event; however, a gift tax may be applicable. Consult with your tax advisor before making the transfer.
- ETC Brokerage does not provide tax, legal or investment advice.

**1 ETC BROKERAGE SERVICES ACCOUNT INFORMATION**

ACCOUNT REGISTRATION	ETC BROKERAGE ACCOUNT NUMBER
DESIGNATED REPRESENTATIVE	

**2 SECURITIES TO BE TRANSFERRED**

For each security, include the information below.

If you have a non-retirement (taxable) account and would like to Gift a specific lot(s), please specify in the optional Purchase Date and Cost Per Share columns. Otherwise shares will be gifted on a First In First Out basis.

Security Name	Ticker/Cusip	Number of Shares	Purchase Date (Optional)	Cost Per Share (Optional)

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Account Number \_\_\_\_\_

**3 TRANSFER INSTRUCTIONS**

**Please contact the receiving institution to obtain the delivery instructions.**

ACCOUNT TITLE/REGISTRATION

NAME OF RECEIVING INSTITUTION

MAILING ADDRESS OF RECEIVING INSTITUTION

CITY	STATE	ZIP CODE
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CONTACT NAME AT CHARITABLE ORGANIZATION	PHONE NUMBER
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**For brokerage held assets (stocks, ETFs, bonds) complete the following:**

RECEIVING INSTITUTION ACCOUNT NUMBER	DTC NUMBER (REQUIRED)
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**For mutual fund(s) complete the following:**

TICKER	FUND ACCOUNT NUMBER
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TICKER	FUND ACCOUNT NUMBER
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**If you are transferring an alternative investment, additional documents may be required.** Please contact your advisor or ETC Brokerage Services at 1-877-819-8918 for assistance in determining what may be needed to transfer ownership of non-standard security types. Some non-standard security types may have limitations or restrictions on transferability.

**4 SIGN and DATE**

Please accept this Letter of Authorization to irrevocably transfer the above listed security(ies) from my/our account to the designated individual or charitable organization listed above. Shares will be transferred in-kind and are not to be liquidated. I/We hereby release ETC Brokerage Services and its affiliates from any liability or claims in connection to the aforementioned instructions and agree to indemnify and hold ETC Brokerage Services Company and its affiliates harmless against any losses from any action, claim, or demand of any person based on ETC Brokerage Services acting on these instructions.

PRINT ACCOUNT OWNER'S NAME	ACCOUNT OWNER'S SIGNATURE	DATE
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PRINT JOINT ACCOUNT OWNER'S NAME (if applicable)	JOINT ACCOUNT OWNER'S SIGNATURE (if applicable)	DATE
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