

ARKANSAS BAPTIST FOUNDATION

INSTRUCTIONS WHEN STOCK IS HELD IN A BROKERAGE ACCOUNT AT A SECURITIES FIRM:

- a. Send your broker a Letter of Authorization (a sample letter follows)
- b. Send the Foundation a copy of the letter which tells what account or charity is to benefit from the gift.

SAMPLE LETTER

DATE: _____

(Name of Your Broker)

(Name of Your Brokerage Firm)

(Address of Firm)
_____, _____

RE: Account # _____ (Your account number where the stock is held)

Dear _____ (name of broker):

Please deliver free _____ (# of shares) of _____ (name of company) common stock from our account referenced above to the Arkansas Baptist Foundation as a charitable gift [for inclusion in the _____ (name of your account at the Foundation)] [OR to benefit the _____ (name of the church or charity that you wish to receive the proceeds of the gift)]. This gift is designated for _____ (name the designated fund if desired).

Wiring instructions are as follows:

Merrill Lynch
DTC 5198
FFC Arkansas Baptist Foundation
Account # 563-02002

Your prompt attention to this transfer will be greatly appreciated.

Sincerely,

(Your Signature)

(Co-owner's Signature if applicable)

Your Mailing Address: _____
Your City, State, Zip: _____
Your Telephone Number: (_____) _____

COPY: Arkansas Baptist Foundation
10117 Kanis Road
Little Rock, AR 72205-6220
FAX (501) 376-3831

ADDITIONAL NOTES:

As an example, the above letter might read:

“Please deliver free 100 shares of Tyson common stock from our account referenced above to the Arkansas Baptist Foundation as a charitable gift for the benefit of First Baptist Church of Pine Bluff, Arkansas, for inclusion in the Building Fund.”

Please do NOT specify that you want the stock to be sold or at what price you want us to sell the stock. Such language can have disastrous tax consequences to you. The Foundation will normally sell the stock at market when it is received. If the recipient charity informs the Foundation before the gift is made that they wish for the gift to be kept or held for a specific sale price, then the Foundation can follow that guidance.

This letter sent to the broker (with a copy to the Foundation) will authorize the gift. However, the gift is not completed and receipted until the stock actually is transferred into the Foundation’s name. Donors receive charitable credit for the mean value of the stock on the day of the transfer.

The stock will be sold immediately at market prices (which may be less or more than the mean value used for the tax credit) unless the recipient charity informs the Foundation before the gift is made that they wish to hold the stock in an account or for a specific price.

If you have any questions, please feel free to call the Foundation.