

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: _____

_____, _____

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.

ARKANSAS BAPTIST FOUNDATION

INSTRUCTIONS WHEN STOCK IS HELD IN CERTIFICATE FORM

1. First of all, you must hold a certificate for the exact number of shares that you wish to donate. Make a copy of the certificate before putting it in the mail.
2. Deliver in person or by mail (certified mail if desired) the certificate to Arkansas Baptist Foundation, 10117 Kanis Road, Little Rock, AR 72205.
3. Sign a blank stock power for each company involved. All owners must sign exactly as certificate is issued. If mailing the certificate, you need to mail this stock power and the Letter of Authorization in a separate envelope to the Foundation.

Include a Letter of Authorization instructing “To Whom It May Concern” that you wish to transfer the stock certificate # _____ representing _____ (# of shares) of _____ (name of company) common stock 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).

4. 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 that they wish for the gift to be kept or held for a specific sale price, then the Foundation can follow that guidance.

ADDITIONAL INSTRUCTIONS IF THE STOCK CERTIFICATE IS REGISTERED TO THE CHARITY RATHER THAN INDIVIDUALS:

The designated signers for the church must sign the stock power and letter of authorization as above. However, the Foundation will also need a Corporate Resolution from the church identifying the designated signers.

IRREVOCABLE STOCK OR BOND POWER

FOR VALUE RECEIVED, the undersigned does (do) hereby sell, assign and transfer to

(Social Security or Taxpayer Identifying No.)

IF STOCK,
COMPLETE
THIS
PORTION



_____ shares of the _____ stock of _____
represented by Certificate (s) No (s) _____ inclusive.
standing in the name of the undersigned on the books of said Company.

IF BONDS,
COMPLETE
THIS
PORTION



_____ bonds of _____
in the principal amount of \$ _____ No (s) _____ inclusive.
standing in the name of the undersigned on the books of said Company.

The undersigned does (do) hereby irrevocable constitute and appoint _____
_____ attorney to transfer the said stock or bond (s), as
the case may be, on the books of said Company, with full power of substitution in the
premises.

Dated _____

Sign Full SIGNATURE as Carried on Certificate

ARKANSAS BAPTIST FOUNDATION

INSTRUCTIONS WHEN STOCK IS HELD AT A TRUST COMPANY (USUALLY UNDER A COMPANY PLAN)

Each trust company may handle the stock differently. Therefore, please call the Foundation for more information about how to handle your specific situation.