

NAPA VALLEY

COMMUNITY FOUNDATION

Date: _____

To: _____

Broker's name

Brokerage Firm

Address

City/State/Zip

RE: _____
Brokerage Account Name and Account Number

Dear Broker:

Effective _____, please transfer _____ shares of _____
Date Number of Shares Company Name

from my account, referenced above, via the following instructions:

Charles Schwab & Co., Inc.
DTC Clearing 0164, Code 40
Account Registration: COMMUNITY FOUNDATION OF THE NAPA VALLEY (LIQUIDITY)
Account Number: 6809-3610

This transfer represents an irrevocable contribution to the Napa Valley Community Foundation, as of this date, for the benefit of the _____ Fund.
Name of Fund at NVCF

Please notify Terence Mulligan (707.254.9565) at the Community Foundation on the day of the transfer and email a copy of this letter to him at terence@napavalleycf.org. Should there be any questions, you may contact me at

Daytime phone

Thank you,

Signature

Name of Donor (Printed)

Address

City/State/Zip

cc via email: Terence Mulligan, Napa Valley Community Foundation, terence@napavalleycf.org