

Instructions to Transfer Assets to the Taos Community Foundation, Inc.

Account name:

Taos Community Foundation, Inc.
Transfer stocks to: Vanguard Account # 89558167
Transfer cash to: Vanguard Account # 0033-88036503124

Receiving Firm Information:

Vanguard Brokerage Services
Attn: Dave Foegal
455 Devon Park Drive
Wayne, Penn 19087

All DTC-Eligible Securities:

Deliver to DTC# 0062

Dividend Reinvestment or Closed-end Mutual Funds:

Issue a certificate for all whole shares, liquidate all fractional shares and discontinue dividend reinvestment.

Physical Delivery of Securities:

Vanguard
Attn: Dave Foegal
455 Devon Park Drive
Wayne, Penn 19087

Book-Entry GNMA Securities:

Fed Entry Securities (e.g. Treasury Notes):

Liquidate Money Fund and transfer cash according to instructions listed in the sections titled “Fed Wired Monies” or “Forward Checks”:

All deliveries MUST include the name of Taos Community Foundation, Inc. and Vanguard Account number:

Transfer stocks to: Account # 89558167
Transfer cash to: Account 0033-88016838974

Fed Wired Monies:

Write to:
FRB ABA #021001088
HSBC
140 Broadway, NYC, NY 10005
For Credit to account # 0000112046 Vanguard incoming wire account
In Favor of: Taos Community Foundation account: 0033-88016838974

Forward Checks:

Vanguard Brokerage Services
ACCOUNT : 0033-88016838974
Attn: Dave Foegal
455 Devon Park Drive
Wayne, Penn 19087

“ACAT” Mutual Fund Registration Instructions:

Vanguard Account: # 89558167
Att: Dave Foegal
455 Devon Park Drive
Wayne, Penn 19087

Broker Instructions (if Broker Agreement Exists):

Vanguard Account: # 89558167
Att: Dave Foegal
455 Devon Park Drive
Wayne, Penn 19087

Taos Community Foundation, Inc. Federal Tax ID #: 85-0425147

Updated as of December 29, 2016

Sample Letter for Donor

Date: _____

Dear _____:
(Stockbroker name)

I would like to make a charitable gift of stock to the Taos Community Foundation, Inc.
Please transfer _____ shares of _____ stock from account # _____ to the
Foundation's Vanguard account # 89558167, DTC # 0062, on _____. (date)

Receiving firm information is as follows:

Vanguard Account
Att: Dave Foegal
455 Devon Park Drive
Wayne, Penn 19087

Once the transfer is complete, please notify the Foundation by faxing them (575-751-7130) with
the following information: our (my) name, the name of the stock and the number of shares
transferred, the high and low costs of the stock on the date of transfer and inform them that the
gift should be placed in the _____ Fund. (name of fund)

Thank you for your prompt attention to this request.

Sincerely,

Donor: _____