

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

