

BASIC INSTRUCTIONS FOR COMPLETING A GIFT OF STOCK TO LIVING EARTH SCHOOL VIA ELECTRONIC TRANSFER



If your securities reside in a brokerage account, ask your broker to transfer the specified shares electronically. You will need to make this request in writing.

Include in your letter to your broker the following information:

1. **Your Name:** _____

2. **Address:** _____

3. **LES DTC Number:** 0062

4. **LES Account Number:** 81 981689 (Our account is held at Vanguard)

5. **LES Federal EIN:** 38-4169577

6. **Name of Stock:** _____

7. **Number of Shares:** _____

8. **Please specify the LES program and/or fund to which you would like to direct your gift:**

Send a copy of this form via mail to: Living Earth School
Operations, Attn: Gift Processing
P.O. Box 686
Charlottesville, VA 22902

Or via email to Connect@LivingEarthVA.org

If your broker has questions about making an electronic gift of securities, please have your broker or financial institution contact Vanguard Client Services at 1-800-662-2733.

You should not allow your broker to sell the securities and send LES a check. If the broker does this, the tax advantage of making a gift of appreciated stock may be eliminated.