



Thank you for your interest in and generous support of Goodwill of Greater Washington. Electronic delivery of stock shares is the most secure and expedient delivery process available and provides efficient internal control as well as cost savings. However, you may also transfer certificates directly. To help you facilitate a gift of stock, please use the following instructions.

### **Step 1: Initiate the Transfer**

There are two most common methods of gifting Securities to Goodwill of Greater Washington. The first is Electronic transfer through which your broker can transfer shares using the Goodwill of Greater Washington DTC number. The other is physically mailing the paper certificates to the Goodwill Development Office. Either method is acceptable but it is necessary for you to contact your Broker to initiate the transfer.

### **Step 2: NOTIFICATION OF DONOR INTENT**

Regardless of the method chosen to deliver a gift of stock, the donor or the transferring broker **must provide the following information**, for audit and acknowledgment purposes:

1. **1. Donor's name and complete address**
2. **2. Name and number of securities transferred**
3. **3. Date of the transfer**

You may provide a letter, or send an e-mail to communicate this information at the time of transfer to:

**Goodwill of Greater Washington**  
**Attn: Development Office/Communications**  
2200 South Dakota Avenue, NE  
**Washington, DC 20018**  
**E-mail:** [stephen.kopalchik@dgoodwill.org](mailto:stephen.kopalchik@dgoodwill.org)  
**Phone:** 202-636-4225  
**Fax:** 202-715-2643

### **Step 3: METHOD OF DELIVERY**

There are currently two forms of delivery options that Goodwill of Greater Washington accepts. The donor may choose to use the one most convenient for their particular needs.

#### **A. SECURITIES DELIVERED ELECTRONICALLY**

Shares may be transferred by your broker to the Goodwill of Greater Washington account using the information listed below.

**Bank:** Bank of America

**Agent:** #20955

**DTC Number:** 955

**ACCT Name:** Davis Memorial Goodwill Industries  
(Tax ID# 53-0196588)

**ACCT Number:** 20-026-0528059

#### **B.**

#### **SECURITIES DELIVERED BY MAIL**

Mail your **UNENDORSED** certificate(s) with stock waiver and stock power, in **separate envelopes**, by registered mail, to:

**Goodwill of Greater Washington  
Development/Communications Office  
2200 South Dakota Ave., NE  
Washington, DC 20018**

**NOTE:** Certificates already registered in the name of Goodwill of Greater Washington (or Davis Memorial Goodwill Industries) do not require either the stock waiver or stock power for execution of the transfer.

If you have any further questions, please call **Stephen Kopalchick** at (202) 715-2625.



**GIFT INSTRUCTIONS FORM**

**Please complete this gift form providing the information necessary to complete the transfer of a gift of stock to Goodwill of Greater Washington (Tax ID# 53-0196588) in accordance with the donor's intent. At the time of gift transfer, please fax the completed form to:**

**Stephen Kopalchick FAX: 202/526-3994**

**DONOR'S NAME AND ADDRESS** *(Please type or print)*

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**SECURITIES GIFTED**

**DATE OF TRANSFER** \_\_\_\_\_

Number of shares \_\_\_\_\_ Name of Security \_\_\_\_\_

Number of shares \_\_\_\_\_ Name of Security \_\_\_\_\_

**TRANSFERRING BROKER**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Firm

\_\_\_\_\_ City, State \_\_\_\_\_



## STOCK POWER

The undersigned hereby assigns and transfers to **Goodwill of Greater Washington:**

### Shares of Stock

\_\_\_\_\_ shares of the common stock of \_\_\_\_\_  
represented by Certificate No.(s) \_\_\_\_\_  
inclusive, standing in the name of the undersigned on the  
books of said Corporation.

OR

### Bond

\_\_\_\_\_ bond of \_\_\_\_\_ -  
in the principal amount of \$\_\_\_\_\_, Certificate No. \_\_\_\_\_  
standing in the name of the undersigned on the books of said  
Corporation.

The undersigned does (do) hereby irrevocably constitute and appoint **Bank of America** to transfer the said stock(s), bond(s), or debenture(s), as the case may be, on the books of said Corporation with full power of substitution in the premises.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Donor

Signed \_\_\_\_\_ Date \_\_\_\_\_

Donor (joint-owner)