



Instructions for Gifting Securities Electronically

**Friends of Karen
118 Titicus Road
P.O. Box 190
Purdys, New York 10578**

In order to gift securities (i.e. mutual fund share, common stock shares, etc....) the donor should simply:

1. Notify the firm at which the securities are presently held (“Delivering Firm”) that he/she wishes to transfer shares to Friends of Karen, Inc., a non-profit organization.
2. Inform the Delivering Firm of the exact number of shares (and approximate value to be donated/transferred).
3. Provide the following Friends of Karen, Inc. account information to the Delivering Firm.

Company:	Charles Schwab & Co., Inc.
DTC Code:	0164
Name on Account:	Friends of Karen, Inc.
Please contact:	Friends of Karen, Director of Finance, Lynn Bahnken at 914-617-4049