

Dear Friend of MVEF,

Thank you for considering a donation of stock to the Mountain View Educational Foundation.

To donate stock to a non-profit organization such as MVEF, the donor must submit written authorization to his broker to make the transfer of shares. This must include the following information:

- Your name
- Your brokerage firm
- Your account number
- Date of transfer
- Number of shares
- Name of stock
- Our name - Mountain View Educational Foundation
- Our brokerage firm and DTC number:
Charles Schwab, Account # 3186-9618, DTC # 0164, Code 40

It does not matter if your account is with another firm. Please notify MVEF of your donation, and let us know if it is for the annual fund or the MVEF Endowment.

Brokers do not necessarily notify us when the stock comes in and there may not be anything in the monthly statements to indicate who made each donation. **We may be unable to acknowledge your gift unless you notify MVEF.** Thank you for your support of MVEF.

Please do not hesitate to contact me if you have any questions. My phone number is 650-399-0266.

Sincerely,



Melissa Armanini
Executive Director