

Houston Public Media **Foundation**

STOCK TRANSFER INSTRUCTION FORM

IMPORTANT

1 Please complete this form and forward to your financial advisor

2 Please forward a copy of this form to Gifts of Stock at Houston Public Media Foundation: attention Julie Anderson-Smith, fax 713.743-8864 or jas@houstonpublicmedia.org

This information is necessary to ensure proper acknowledgement of your gift for your tax records.

Please use this form as authorization to transfer the securities listed below from my account to UBS Financial Services as my gift to Houston Public Media Foundation

DONOR'S NAME

ADDRESS

PHONE

EMAIL

NAME OF SECURITIES BEING TRANSFERRED

NUMBER OF SHARES

DATE OF TRANSFER

NAME OF DONOR'S FINANCIAL ADVISOR

PURPOSE OF GIFT (OPTIONAL)

DONOR'S SIGNATURE

DATE

Depository Trust Company (DTC) Transfer Instructions for Financial Advisors

For gifts of securities to Houston Public Media, please deliver by DTC to:

UBS Financial Services Inc.

DTC: #0221

Agent: Rick Figueroa 713.985.3446 or 713.985.3463

Agent Email: sandra.voll@ubs.com

Address: 5065 Westheimer Rd, Ste 1000, Houston, 77056

Account: Houston Public Media Foundation

Account Number: UG-20427-F1

Acknowledgement of Your Gift

A formal letter acknowledging your gift to Houston Public Media will be sent within 30 days of receipt.

Gifts received by December 31 will be acknowledged by January 31