

Benton Franklin Humane Society

Letter of Instruction For Mutual Fund and Securities Donations

The Letter of Instruction (LOI) is required if you are transferring securities or mutual funds. This Letter of Instruction is not required if you are transferring cash or physical stock certificates*.

Please complete the letter and submit as follows:

Instructions
<p>Send to BF Humane Society:</p> <ul style="list-style-type: none">▪ Copy of the Letter of Instruction <p><u><i>You MUST return a copy of the completed Letter of Instruction to BF Humane Society before initiating a securities transfer to ensure your donation is properly credited.</i></u></p> <p>THEN send to the firm currently holding the securities:</p> <ul style="list-style-type: none">▪ Original Letter of Instruction with Medallion Signature Guarantee <p>(The Medallion Signature Guarantee may not be required by all securities firms in order to initiate your transfer. You should contact your particular firm for their requirements. Your bank can provide a Medallion Signature Guarantee.)</p>

*Physical stock certificates may require a **Third Party Release Form** and additional paperwork.

<p>Send to:</p> <p>BF Humane Society Attn: Shelter Manager 1736 E 7th Ave Kennewick, WA 99337</p> <p>Telephone: 509.374.4235</p>
--

