



STOCK DONATION PROCEDURE FOR THE DONOR

Thank you very much for your interest in donating stock to Alexandra House, Inc. Please follow the steps outlined here and if you need further assistance, call Tina Bronson at (763) 656-1363.

1. Complete and email or fax the Stock Donation Letter of Intention to Tina Bronson at tbronson@alexandrahouse.org or (763) 576-8113.
2. Transfer the stock: You can transfer stock in three ways: **electronically** (the simplest and fastest way), by mail, or in person.
 - a. To transfer the securities electronically:
Have your bank or broker notify Christopher Sieg at Sieg Wealth Management (LPL) of the electronic transfer. His contact information 763-381-5800 or christopher.sieg@lpl.com.
Provide your bank or broker this information necessary to transfer the securities:
 - LPL Sieg Wealth Management DTC #0075
 - Alexandra House, Inc. Tax ID: #41-1309977
 - Alexandra House, Inc. Account: #5315-8991
 - b. To transfer the certificates by mail:
DO NOT SIGN the stock certificates.
By registered mail, send the stock certificates with the Letter of Intention sent to Alexandra House. Request a signature as proof of receipt.
In a separate envelope, also by registered mail and requesting proof of receipt, send a signed *Irrevocable Stock or Bond Power* form to Alexandra House to transfer ownership. You need only sign and date this form and enter the number of shares and stock name. **You need not enter the Account Number or your social security number.**
 - c. To hand deliver the securities:
DO NOT SIGN the stock certificates.
Call Tina Bronson at Alexandra House at (763) 656-1363 to arrange a time to deliver the Letter of Intention, the stock certificates, and a signed *Irrevocable Stock or Bond Power* form to Alexandra House.
3. Receive confirmation from the recipient: Once the brokerage firm receives and processes the request, confirmation is provided to Alexandra House. Alexandra House will confirm your contribution/donation. By agency policy, stocks value is determined by averaging the high and low prices for the stock on the date received. Stocks shall be sold as quickly as possible at the fair market value.



Phone: 763-780-2332
24-Hour Help Line/TTY: 763-780-2330
Fax: 763-780-9696
www.alexandrahouse.org

10065 – 3rd Street NE
Blaine, MN 55434

STOCK DONATION LETTER OF INTENTION

Please complete this form for all stock donations. If you need further assistance, please call (763) 656-1363.

Date _____

From (please print): _____

Donor name(s) _____

Address _____

City, State, Zip _____

Telephone _____

Email _____

To: Alexandra House, Inc.
Director of Mission Advancement
10065 – 3rd Street NE
Blaine, MN 55434
Fax: (763) 656-1374

Dear Ms. Bronson:

Please accept our donation of _____ shares of _____
(# of shares) (Name of security)

Designated as follows _____
(indicate Annual Operating, Hope Gala, Capital or other)

I (we) plan to transfer the securities (please check one of the following):

- Electronically
- By mail
- By hand delivery.

Thank you.

Donor signature

Donor signature



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IRREVOCABLE STOCK OR BOND POWER

For Value Received, the undersigned does (do) hereby sell, assign and transfer to:

Alexandra House, Inc.
Director of Mission Advancement
10065 – 3rd Street NE
Blaine, MN 55434
Tax ID: 41-1309977

IF STOCK, COMPLETE THIS PORTION:

_____ Shares of Common Preferred stock of _____
(number) (issuer)

represented by Certificate(s) No.(s) _____ inclusive, standing in the name of the undersigned on the books of said company.

IF BONDS, COMPLETE THIS PORTION:

_____ of bonds of _____
(number) (issuer)

In the principle amount of \$ _____ Numbers: _____

inclusive, standing in the name of the undersigned on the books of said company.

The undersigned does (do) hereby irrevocably constitute and appoint LPL Prosper Wealth Financial to transfer the said stocks or bond(s) as the case may be, on the books of the said Company, with full power of substitution in the premises.

Stock or Bondholder's Signature

Date

Stock or Bondholder's Signature

Date