



# Houston Public Media Foundation

## STOCK TRANSFER INSTRUCTION FORM

### IMPORTANT

**1** Please complete this form and forward to your financial advisor.

**2** Please also forward a copy of this form to Gifts of Stock at Houston Public Media Foundation attention Courtney Lamm: [clamm@houstonpublicmedia.org](mailto:clamm@houstonpublicmedia.org) or fax: 713.743.8864.

*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](mailto: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.*