

Sample Stock Transfer Authorization Letter

Date

Donor Name and Address

Donor Brokerage Firm and Address

To Whom it May Concern:

This letter will serve as official authorization to transfer a charitable donation of _____ shares of _____ (stock name) from my account number _____ to the brokerage account of the Katonah Village Library as follows: (please call library for broker name, DTC and account number).

Please send a confirmation letter to me and the Katonah Village Library informing us of the fair market value of the stock gift on _____ (date stock was transferred).

Please direct your confirmation letter as well as any questions to:

Ellen Waltmyer or Mary Kane at the:

Katonah Village Library

26 Bedford Road

Katonah, NY 10536

914.232.3508

ewaltmyer@wlsmail.org

mkane@wlsmail.org

Thank you,

To Whom It May Concern: This letter will serve as official authorization to transfer (number) shares of (stock name) from my account number (provide your acct number) to (Katonah Village Library Broker name