

## DTC or Wire/Electric Transfer Instructions:

DTC or electronic transfer is the fastest and most secure method for donating securities. It is a two-step process:

1. Notify Joanne Peters at <a href="mailto:contact@epaaf.org">contact@epaaf.org</a> of your intention to donate securities prior to initiating the transfer of securities. Prior notification is critical to identifying your gift of securities, as donor information does NOT transmit through the DTC system. 2. Instruct your Broker to:

## **Mutual Fund Instructions:**

Contact First Republic Securities Company at <u>Onlinebrokerage@firstrepublic.com</u> to request donation instructions. Your donation will NOT be complete until: 1) you notify East Palo Alto Academy Foundation of your intent to donate securities, and 2) shares are received in East Palo Alto Academy Foundation's First Republic Securities Company (FRSC) Brokerage account.

## **Direct Fund Instructions:**

Funds may be transferred to any First Republic Bank by providing the following information:

Name of Bank First Republic Bank

City and State San Francisco, CA

ABA Routing Number 321081669

Beneficiary East Palo Alto Academy Foundation

Account Number Please email contact@epaaf.org for this information