**Sample Authorization Letter for Stock Gifts to Reed College:**

Date

Name of Broker/Bank

Address

To Whom It May Concern:

This letter will serve as official authorization to transfer \_\_\_\_\_\_\_ shares of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ stock from my account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to Charles Schwab, account number 21786906 (account name “The Reed Institute”), for credit to Reed College. Reed’s Tax ID number is 93-0386908. The Charles Schwab DTC number is 0164.

For any additional information, you may call Charles Schwab at 800/435-4000.

Thank you for your assistance.

Sincerely,

cc: Sarah Panetta, Executive Director of Development, Reed College