



Transferring Securities to the ASCE Foundation

- The **ASCE Foundation has an account with the Washington, DC, office of the Charles Schwab & Company, Inc. (account # 1121-6843)**. To find out the location of the office nearest you, call Schwab's toll free number: 1-800-435-4000. All transfers of stock **MUST** include the Foundation's full name (American Society of Civil Engineers Foundation, Inc.) and Schwab account number.
- Our **tax ID number is: 52-1891243**. If the stock you plan to give is in your name, please complete a Third Party Release form (INTER 476-2 {3/9}) and have it notarized before presenting it to a Schwab broker. Some Schwab offices have notary publics and others do not; ask when you first call your local office. If they do not have a notary public, most banks, UPS stores, and city clerk's offices have notary publics available for your use.
- *If you are physically holding the stock certificate*, you may either mail the certificate to Schwab or personally deliver the stock to a broker at the Schwab office nearest you. Be sure to indicate you wish the stock certificate to be transferred to the ASCE Foundation and include our account number (#1121-6843). The back of the stock certificate must be signed by you and must be accompanied by the notarized Third Party Release form. Do not endorse the back of the certificate with anything other than your name as it appears on the front. The Schwab broker will complete the remainder of the information for you.
- *If you do not physically hold the stock certificate*, and it is held by a brokerage firm, that firm may have the stock transferred electronically (using DTC Clearing 0164, Code 40) directly to Schwab by using the ASCE Foundation account number (1121-6843) and the complete name of the Foundation's account (The American Society of Civil Engineers Foundation, Inc.).
- It is very important that you **inform the ASCE Foundation of your stock transfer**, including your full name, the stock name, number of shares, and the date on which it was transferred, to ensure that your stocks are transferred correctly. You can either call us directly at (703) 295-6342, send us an email at www.ascefoundation.org, or mail the information to:

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