



**Electronic Stock Transfer Instructions for Making a Donation to  
Hancock County Habitat for Humanity, Inc. (Maine)**  
*(through Charles Schwab & Company via Coston, McIssac & Shea Financial Advisors)*

**DATE**

I am writing this letter of instruction to initiate a transfer of \_\_\_\_\_ shares of \_\_\_\_\_  
 gifted to the following account: [# of shares] [name of shares + ticker symbol]

DTC Number: 0164

Account Registration: Hancock County Habitat for Humanity, Inc.  
*Attn: Kelley Ellsworth, Executive Director*  
 PO Box 343 – Ellsworth, ME 04605  
 Physical Address: 21 School House Rd., Ste. 20 – Orland, ME 04472

Tax ID Number: 01-0443774

Telephone & Email: (207) 702-9457 • Director.HCHH@gmail.com

Account Number: 7325-2703

Receiving Firm: Charles Schwab and Company

Contact information: Charles Schwab and Company  
 PO Box 628290  
 Orlando, Florida 32862-8290  
 1-877-774-3892

This is to be taken out of the account of \_\_\_\_\_  
[name(s) on account + account #]

[signature(s) of all account holders]

**IMPORTANT: To ensure electronically-transferred gifts are attributed to the correct donor and that the donor is issued a proper tax receipt, it is very important that the donor(s)' broker provides the following information:**

1. When the transfer was made or will be made: \_\_\_\_\_
2. Donor name(s): \_\_\_\_\_
3. Donor address: \_\_\_\_\_
4. Donor email address (optional): \_\_\_\_\_
5. Donor telephone number: \_\_\_\_\_

*Hancock County Habitat for Humanity, Inc., is a private, non-profit 501(c)(3) organization. Hancock County Habitat, with employer identification number 01-0443774, is considered a subordinate under the group tax exemption umbrella of Habitat for Humanity International, Inc. ("HFHI") under Section 501(c)(3) of the Internal Revenue Code. The group exemption number assigned to HFHI by the IRS is 8545.*