

## ASSET TRANSFER INSTRUCTIONS

Charles Schwab  
DTC 0164, Code 40  
Community Foundation of Greater Des Moines  
Account 3067-5865

Please note, if a BIN and/or fund account number is needed for a transfer of mutual funds, please contact Charles Schwab at (602) 355-9003.

Before the gift is made, please notify our finance team at [finance@desmoinesfoundation.org](mailto:finance@desmoinesfoundation.org) or Peyton Haas at (515) 447-4208 or [haas@desmoinesfoundation.org](mailto:haas@desmoinesfoundation.org) of the following:

- Name of the donor who is making the gift.
- Stock, mutual fund or bond information (# of shares and name of company/ticker).
- What fund should be credited for the gift.

The Community Foundation is unable to process gifts until the above information is received.