



YOU can make a GIFT OF STOCK to **Fairfax County Public Library Foundation!**

A gift of long-term, appreciated stock saves time and money in three ways:

1. Your income taxes are reduced because of the charitable donation
2. You avoid the capital gains tax that would have applied had you sold the shares yourself.
3. Stock giving can be convenient, especially when you have a few stocks that are “odds and ends” or fractional shares.

To make the transfer simple, use these easy steps:

1. Complete the attached form letter below.
2. Send original letter to your broker.
3. Send a copy of the letter to Fairfax County Public Library Foundation.
4. Contact the Library Foundation office if you have any questions.
703-324-8300 703-324-3180 (fax) e-mail info@FCPLfoundation.org

Your Address

Date

Your Broker

123 Main Street
Anytown, USA 12345

Re: Your Account Number

Dear Sir/Madam:

Please consider this letter my/our request to transfer _____ shares
of _____ from my/our above-referenced account
as follows:

Merrill Lynch
DTC #5198
Account #519-04C02
To the Account of Fairfax County Public Library Foundation, Inc.
General Endowment

My/Our signature(s) have been notarized below. If you have any questions
regarding this request, please call me at (123) 456-7890.

Sincerely,

A Really Great Library Supporter

CC: Fairfax County Public Library Foundation, Inc.
12000 Government Center Parkway Suite 329 Fairfax, VA 22035