

**SAMPLE INSTRUCTIONS FOR  
GIFT OF SECURITIES TO BROKERAGE ACCOUNT**

*[Donor Address]*  
*[City State Zip]*  
*[Date]*

*[Broker Name]*  
*[Brokerage Firm]*  
*[Address]*  
*[City State Zip]*

Re: Account No. [    ]

Dear *[Broker Name]*:

Following up on our telephone conversation, I authorize you to transfer *[Number of shares to be donated]* shares of *[company name]* common stock from my account to The Spartanburg County Foundation, 424 East Kennedy Street, Spartanburg, SC, 29302, through its account with Raymond James *[DTC number]*. The Foundation's account number is *[account number]*. This gift will be placed in the *[name of the fund]* at the Foundation. Please telephone John Dargan, president & CEO, at The Spartanburg County Foundation at (864) 582.0138 with questions.

I would appreciate your letting me know when the transfer has been completed. Thank you for your assistance.

Sincerely,

*[Donor Signature]*

cc: Troy M. Hanna  
President & CEO