



Keeping families close™

PUBLICLY TRADED STOCK or SECURITIES DONATION INSTRUCTIONS

- If the shares are held at a securities firm or other brokerage account:
 - Please instruct the institution where your securities are held to transfer the shares to the Ronald McDonald House of Houston Inc. account held at Merrill Lynch. The DTC and Account Numbers are as follows:
 - Merrill Lynch DTC # 8862
 - Merrill Lynch Account #: 850-03520
 - Merrill Lynch Account Name: Ronald McDonald House of Houston, Inc.
 - Instruct your broker to enter identifying information (i.e. your name, address, telephone number, account number, and broker information) into the "Text Comment" field of the DTC screen.
 - Prior to initiating the transfer, please contact the Chief Financial Officer at Ronald McDonald House of Houston, 1907 Holcombe Boulevard, Houston, Texas 77030, telephone (713) 795-3581, or cfo@rmhhouston.org of the upcoming transfer.
 - Your institution may require a written Stock Transfer/Letter of Authorization (a sample authorization letter follows these instructions).
- If certificates/shares are in your physical possession:
 - Please contact the Chief Financial Officer at Ronald McDonald House of Houston, 1907 Holcombe Boulevard, Houston, Texas 77030, telephone (713) 795-3581, or cfo@rmhhouston.org of the upcoming transfer.
 - The signature of the person(s) named on the certificate(s) must be either on the back of the certificate(s) or on a Stock Power Form.

* The above named items: Letter of Authorization, Certificate(s), and Stock Power Form (if applicable) should be sent for security purposes via a tracked mail system (e.g. USPS Registered Mail, FedEx, UPS, etc.) to the following address:

Ronald McDonald House of Houston, Inc.
Attn.: CFO
1907 Holcombe Boulevard
Houston, Texas 77030
Phone: (713) 795-3581
Email: cfo@rmhhouston.org



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SAMPLE STOCK TRANSFER/AUTHORIZATION

To Whom It May Concern:

Please accept this letter as your authorization to transfer the following security(ies), as listed below, from my/our account _____ number, which currently are held by your firm, to the irrevocable control of Ronald McDonald House of Houston, Inc. ("RMH Houston"). Prior to affecting this transfer please contact the Chief Financial Officer at RMH Houston, 1907 Holcombe Boulevard, Houston, Texas 77030, telephone (713) 795-3581, or cfo@rmhhouston.org. After contacting RMH Houston, you may complete this transfer by transferring the assets listed below into the RMH Houston account held at Merrill Lynch. The transfer and account information is as follows:

Transfer securities through Merrill Lynch DTC # 8862 for Ronald McDonald House of Houston, Inc., Account # 850-03520

Description of security(ies)/cash to be transferred:

Description	Shares/Amount
1. _____	
2. _____	
3. _____	

Thank you in advance for your cooperation.

Sincerely,

Signature of owner	Date	Signature of joint owner	Date
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Printed name of owner	Printed name of joint owner
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Address of record:
