

To Donate Stock to Cornerstone Community Housing

To deposit a security from another brokerage firm, you initiate the transfer. Please contact Sheila Helgerson at 410-522-0225 for the E Trade account information.

To deposit a certificate when the registration is exactly the same as that on my account:

When the registrations on your certificate and your account are identical, the process for depositing the security is fairly straightforward.

1. Sign the certificate on the back exactly as the name appears on the front of the certificate, and appoint E*TRADE Securities LLC as attorney. Please include your account number and/or the primary account holder's social security number on the certificate.
2. Send your certificate by **overnight mail** to:

E*TRADE Securities LLC
Harborside 2
200 Hudson Street, Suite 501
Jersey City, NJ 07311

3. In your records, keep the following information about the certificate in the event that it is lost in the mail:
 - The address you sent it to
 - Certificate ownership
 - Certificate number and issue date
 - Name of the security and the number of shares
4. Check your account positions to confirm that your security was deposited.

Deposit a certificate when the registration on the certificate differs from that on my account:

The process for depositing a security when registrations differ is generally more involved than when [registrations are the same](#). The paperwork you'll need varies according to the type of registration of the certificate. See the table below for specific instructions.

Generally, a **letter of authorization** is required when the registered owner of a certificate transfers ownership to someone else. A letter of authorization should describe the action, include the name of the E*TRADE Securities brokerage account owner(s) and the type of account registration (i.e. joint rights of survivorship), and be signed by all registered owners of the E*TRADE Securities brokerage account. Please include your account number and/or the primary account holder social security number on the certificate.

Send your certificate and accompanying materials (as indicated in the following table) by **overnight mail** to:

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