



**VANGUARD INSTITUTIONAL
ADVISORY SERVICES WITH NON ADVISORY BROKERAGE
ADMINISTRATIVE REQUEST
PROCEDURES**

Your Vanguard Account Numbers

Brokerage account name: Carter Community Building Association
Brokerage account number: 45722999
Brokerage money market account number: 0033-88179441457

Sending stock to your Brokerage Account:

Please direct the sending institution to the send the shares to:

DTC Number: 0062
For the Benefit of: Carter Community Building Association
Brokerage account number: 45722999

Please provide Donor name and cost basis

Wiring proceeds into the Money Market Fund within your Brokerage Account:

Wire to: FRB ABA 021001088
 HSBC Bank USA
 452 Fifth Avenue
 New York, NY 10018

For credit to: Vanguard Incoming Wire Account
 Account #000112046

In favor of: Carter Community Association Brokerage Account
Fund/Account # - 0033-88179441457

Checking if shares have arrived/selling shares

All brokerage related inquiries and transactions must be done on a recorded line.

To check if securities have arrived or to sell securities please call **800 339 4515** and follow the instructions. You will need the tax ID of your account when you call. Only authorized signers on the brokerage account are allowed to inquire or complete transactions.

If you are registered for online access, please go to:
<https://personal.vanguard.com/us/PMLogin?IIODIRECT=true> and login to check for securities and completed sales. Please contact your Vanguard Team with help in regards to transferring sale proceeds to your managed account.
