

**Please complete each of the items below as applicable.
Thank you!!**

If the certificate is registered in your name:

1. If you prefer to sign the back of the certificate, then:
 - a. Sign the back of the certificate as it appears on the front.
 - b. Be sure to have the signatures on the stock certificate “signature guaranteed.”
 - c. Mail in a secure manner to the Wealth Enhancement Group.

Wealth Enhancement Group
1110 Opal Court Suite 1
Hagerstown, MD 21740

2. If you do not prefer to sign the back of the certificate, then:
 - a. Click here to print a [Stock or Bond Power of Attorney Form](#).
 - b. Complete this form and mail it to the Wealth Enhancement Group.

Wealth Enhancement Group
1110 Opal Court Suite 1
Hagerstown, MD 21740

3. Prepare a Letter of Authorization stating that they you are donating the stock to Cedar Ridge Children’s Home & School, Inc. and relinquishing your rights to it. This letter will need to be notarized and mailed in a secure manner to the Wealth Enhancement Group (address above). You will need to include the following:

- Account name: Cedar Ridge Children's Home & School, Inc.
- Account #: 61287364
- Cedar Ridge’s Tax ID #: 52-0809957

Click here for a sample [Letter of Authorization](#).

4. Complete a Donation Details Form to send us the details about your donation. **You must complete this form to receive a Letter of Receipt and IRS Form 8283 for your donation.** Click here for the [Donation Details Form](#).

Either scan and email the Donation Details Form to crm@cedarridge.org or mail to:

Cedar Ridge Children's Home & School, Inc.
12146 Cedar Ridge Road
Williamsport, MD 21795

NOTE: Cedar Ridge works directly with:

Wealth Enhancement Group
1110 Opal Court Suite 1
Hagerstown, MD 21740

Account #: 61287364
DTC#: 0075
Account Name: Cedar Ridge Children's Home & School, Inc.
Phone: 301-739-1500

If the ownership of the certificate has been put in the name of Cedar Ridge Children's Home & School, Inc.:

1. Do not sign the back of the certificate.
2. Prepare a letter stating that you are donating the stock to Cedar Ridge Children's Home & School, Inc. and relinquishing your rights. Have this letter notarized.
3. Send this letter with the certificate in a separate envelope with your name, address, telephone number or email address and designation information for donation. Overnight to:

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