

GUIDE TO GIFTS OF SECURITIES

This guide is provided for donors making gifts to the Central Florida Foundation using appreciated securities that are publicly traded, including stocks, bonds, and mutual funds. The following outlines procedures for making such gifts. For specific legal, tax or investment questions, we recommend you consult your financial, legal or tax professional.

Stocks and Bonds

Publicly Traded Stocks or Bonds Held at a Bank or Brokerage Firm

To transfer stocks or bonds,

1. Complete a **Stock Transmittal Form** (attached below),
2. Submit a copy to your broker, and
3. Fax a copy to the Central Florida Foundation at 407-425-2990.

Publicly Traded Stocks or Bonds You Hold in Certificate Form

To transfer stocks or bonds,

1. Complete a **Stock Power Form** (attached below) and a **Certificate Transfer Letter** (attached below), and
2. Deliver them to the Central Florida Foundation along with the unsigned stock certificate.

Mutual Funds

Mutual fund companies handle transfers in different ways. To transfer mutual fund shares, contact your mutual fund company for their process to contribute shares. Some companies will require a new account to be established in the name of the Central Florida Foundation and others will transfer shares electronically.

If a New Account is Required

If your mutual fund company requires Central Florida Foundation establish an account in order to transfer shares, contact your mutual fund company to determine what they require. Once you have that information, contact Mary Meghan Flanagan at mflanagan@cffound.org or 407-872-3050 ext. 116, and let her know what the mutual fund company requires.

If Mutual Fund Shares can be Transferred Electronically

If your mutual fund company can transfer shares electronically:

1. Complete a **Mutual Fund Transmittal Form** (attached below)
2. Submit a copy to your broker, and
3. Fax a copy to Central Florida Foundation at 407-425-2990.



STOCK TRANSMITTAL FORM

To transfer stock as a donation, communicate the following instructions to your broker in writing and fax a copy to the Central Florida Foundation at 407-425-2990:

Broker Name: _____ Broker Phone: _____

Firm Name: _____

Address: _____

Re: Donor's Account Number: _____

Donor's Name: _____

Subject: Stock gift transfer

Dear Broker:

Please accept this letter as a request and authorization to execute the following stock gift transfer of shares from the above referenced account. Please deliver these shares to the broker for Central Florida Foundation as follows:

DTC #992 N/O BMO Harris Bank N.A.
F/C AC#: 71-1849-AB-5
F/C AC Name: Central Florida Foundation Stock Gift Account

Company Name: _____

Symbol: _____

Number of Shares: _____

Date of Transfer: _____

(Note: the date of your gift will be the date the stock is titled in Central Florida Foundation's name or is transferred to our account).

The Federal I.D. number for the Central Florida Foundation is 59-3182886. If you have any questions, please contact Meghan Warrick, Chief Financial Officer at 407-872-3050 ext. 115.

Sincerely,

Signature Date

Donor Address: _____

Fund Designation for this gift: _____

For Value Received, the undersigned does (do) hereby sell, assign and transfer to

**IF STOCK,
COMPLETE
THIS
PORTION**

_____ shares of the _____ stock of _____
represented by Certificate No. _____,
standing in the name of the undersigned on the books of said Company.

**IF BOND,
COMPLETE
THIS
PORTION**

one bond of the _____
In the principal amount of \$ _____, No _____,
Standing in the name of the undersigned on the books of said Company.

The undersigned does (do) hereby irrevocably constitute and appoint
_____ attorney to transfer the said stock or bond, as the case may be, on
the books of said Company, with full power of substitution in the premises.

OFFICE	ACCOUNT NO.	A.E.

Signed X _____

Signed X _____

Dated _____

**CENTRAL FLORIDA
FOUNDATION**

CERTIFICATE TRANSFER LETTER

Date: _____

I am making an irrevocable gift to the Central Florida Foundation of the following securities:

Shares Company Certificate

And confirm that I relinquish all rights thereto.

Please deposit the proceeds into the _____ Fund.

Sincerely,

Donor Signature

To:

Acct #:

The above named donor wishes to contribute the above named securities to the Central Florida Foundation. This is a written authorization for you to sell the securities on behalf of the Central Florida Foundation.

Please contact Meghan Warrick at 407-872-3050 ext. 115 to transfer net proceeds.

Sincerely,

Mark Brewer
Chartered Advisor in Philanthropy ®
President/CEO

CENTRAL FLORIDA FOUNDATION

MUTUAL FUND TRANSMITTAL FORM

To transfer mutual funds as a donation, communicate the following instructions to your broker in writing and fax a copy to the Central Florida Foundation at 407-425-2990:

Broker Name: _____ Broker Phone: _____

Firm Name: _____

Address: _____

Re: Donor's Account Number: _____

Donor's Name: _____

Subject: Mutual fund gift transfer

Dear Broker:

Please accept this letter as a request and authorization to execute the following mutual fund gift transfer of shares from the above referenced account. Please deliver these shares to the broker for Central Florida Foundation as follows:

DTC #5409 N/O BMO Harris Bank N.A.

F/C AC#: 71-1849-AB-5

F/C AC Name: Central Florida Foundation Stock Gift Account

Company Name: _____

Symbol: _____

Number of Shares: _____

Date of Transfer: _____

(Note: the date of your gift will be the date the stock is titled in Central Florida Foundation's name or is transferred to our account).

The Federal I.D. number for the Central Florida Foundation is 59-3182886. If you have any questions, please contact Meghan Warrick, Chief Financial Officer at 407-872-3050 ext. 115.

Sincerely,

Signature

Date

Donor Address: _____

Fund Designation for this gift: _____