

FRIENDS FIDUCIARY CORPORATION

1650 Arch Street, Suite 1904, Philadelphia, PA 19103

(t) 215-241-7272 (f) 215-241-7871

Procedures for electronic transfer of stock

These instructions are intended for a Meeting/organization that has a donor giving a stock gift. If the donor has a broker, the following can be followed; if not or if they have stock certificates or mutual funds please contact FFC for other procedures.

- Obtain the following information from the donor:
 - Company name and CUSIP number of the stock and number of shares*
 - Date transfer is expected to be completed*
 - Name of their broker and contact person with telephone number*
- Supply the donor with the following information for their broker. U.S. Bank serves as custodian for Friends Fiduciary:
 - The shares should be delivered via DTC wire #2803 to U. S. Bank N.A., Institutional Number 12278 for deposit into Account # 10996-01-J, Consolidated Fund Participant Income Account. (They should also instruct their broker that this is to further benefit your organization/meeting.) U.S. Bank N.A., Institutional Trust & Custody, EX-PA-WBSP, ATTN: Stephen Fratton, 50 S. 16th Street, Suite 2000, Philadelphia, PA 19103, (t) 215-761-9332 (f) 215-761-9414*

Then:

- ◆ Call the Friends Fiduciary office or email and notify us that you have a donation of stock that is being transferred. This can be done by the donor, broker or your development staff. It is important that someone notify FFC before the transfer happens. FFC will make an effort to identify gifts, but will not accept stock if we do not have confirmation from the charitable beneficiary or the donor.
- ◆ Please supply us with all the information listed above that you obtained from the donor, including name of the donor.
- ◆ Inform us whether:
 - 1) the stock is a deposit to the Consolidated Fund (specify which of your fund(s))
 - 2) the stock should be sold and the proceeds sent back to the Meeting/Organization via a check or wire transfer (with information you provide).

Once the stock has been received and sold, Fiduciary will provide communication(s) providing the gift date and value of the gift on that date for the donor's tax return and the net proceeds, which have been deposited into your account(s) or are being sent to you.

*Questions about stock transfers,
please contact the Friends Fiduciary office at 215-241-7272 or info@friendsfiduciary.org*