

# Instructions for Giving Stock and Mutual Funds

Use the following Letter of Intent (LOI) to inform NCF of your decision to make a contribution of publicly traded securities such as stock and mutual funds and cash through your brokerage account. All contributions to your NCF Giving Fund (donor-advised fund) are irrevocable and are in most cases eligible for a tax deduction.\*

Please contact your financial institution to request their required procedures and forms and to provide them with the delivery instructions found below.

**Please note that if you are sending physical stock certificates or stock held at a transfer agent, complete our Stock Certificate or Transfer Agent Gifting Form available on our website.**

If we may serve you in any way, please contact NCF using one of the options provided at the bottom of this page.

\*Individual circumstances vary. Please consult your tax advisor regarding your specific situations. Contributions from other tax exempt organizations are not deductible.

## STEP 1: INITIATE THE TRANSFER WITH YOUR BROKER

To transfer stocks or mutual funds that are being held electronically, contact your financial institution and provide the information with the instructions below. Include the giver's name and NCF Giving Fund number on all deliveries.

### Deliver All DTC Eligible Securities to:

DTC Clearing 0226,  
National Financial Services, LLC (Fidelity)  
For the account of National Christian Charitable  
Foundation Inc.  
Account Number 479-048720

### If your account is with one of the brokerage firms below, please use the respective company to contribute to an NCF account:

Fidelity .....Acct# 479-048720 (DTC 0226)  
Schwab .....Acct# 6595-8708 (DTC 0164)  
Merrill Lynch.....Acct# 210-04116 (DTC 8862)  
TD Ameritrade .....Acct# 901694820 (DTC 0188)

Note: Most financial institutions and mutual fund companies require the use of their own gifting form or an additional Letter of Intent. If your mutual funds are held at a brokerage firm other than the ones listed, please check with your broker to see if the funds are transferable. If they are not transferable, please contact NCF.

## STEP 2: NOTIFY NCF OF YOUR TRANSFER

Please complete the Letter of Intent (LOI) on the second page of this document and send to NCF via email, mail, or fax. It can be printed and completed by hand or you can type directly into the fields and save to your computer before sending.

**Email**  
houston@ncfgiving.com  
(email transmissions are not secure)

**Mail or Overnight Delivery**  
National Christian Foundation  
ATTN: Contribution Services  
11625 Rainwater Drive, Suite  
500 Alpharetta, GA 30009

**Fax 832.255.2021**

Note: If we do not receive proper notification of a contribution, the contribution will be placed into a suspense account. If the contribution remains unidentified despite NCF's good faith efforts, the contribution will be placed into the general fund for NCF.

## STEP 3: CONFIRM YOUR TRANSFER

Transfers must be initiated by your financial advisor or broker. Please confirm with your broker or advisor that your contribution has been transferred from your account to NCF's account. Once received, it usually takes 4-7 business days for your transfer to be liquidated, settled, and completely posted to your NCF Giving Fund.

PHONE 832.255.2026 FAX 832.255.2021 EMAIL houston@ncfgiving.com WEB ncfgiving.com/houston

## LETTER OF INTENT (LOI)

Please accept this letter as my intent to irrevocably transfer a portion of the positions from my financial institution to you. I understand that I must initiate this transfer with my broker. My intention is to contribute these stocks to National Christian Charitable Foundation, Inc. If you have any questions, or if there is a problem with this transfer, please contact me immediately at the phone number below. This gift is being contributed by the following individuals / entities / trusts:

_____ Giver Name(s)	_____ Email Address
_____ Address	_____ Phone Number
_____ Name of Delivering Broker, Address, and Phone Number	_____ Anticipated Date of Transfer
_____ My Account Number with Delivering Firm	_____ 1693822
<b>The Loving Houston Single Charity Fund</b> NCF Giving Fund Name	_____ NCF Giving Fund Number

### Please deliver these shares to the following broker:

Via DTC # 0226 to National Financial Services (Fidelity) Acct# 479-048720 for National Christian Charitable Foundation

**Or if your account is held at one of the following:**  Merrill Lynch ... Acct# 210-04116 (DTC 8862)  
 TD Ameritrade ... Acct# 901694820 (DTC 0188)  
 Schwab and Co ... Acct# 6595-8708 (DTC 0164)

I/we irrevocably transfer the following assets:

Cash Contribution: \$ \_\_\_\_\_

Stocks, mutual funds, or other publicly traded assets listed below:

Description of Assets/ Name of Security	Symbol	Exact Number of Shares***	Approximate \$ Value
_____ Description of Assets/ Name of Security	_____ Symbol	_____ Exact Number of Shares***	_____ Approximate \$ Value
_____ Description of Assets/ Name of Security	_____ Symbol	_____ Exact Number of Shares***	_____ Approximate \$ Value

\*\*\*Please initiate the transfer based on the number of shares and not the dollar value since security values may fluctuate.

Shares are to be transferred in kind and are not to be liquidated.\*\*\*

Total Approximate \$ Value: \_\_\_\_\_

**PLEASE INITIATE THE TRANSFER WITH YOUR  
BROKERAGE ADVISOR AND FAX THE  
COMPLETED LETTER OF INTENT TO 832.255.2021**

## SIGNATURES

This is my written letter of intent to irrevocably transfer ownership of the assets specified in this form to National Christian Charitable Foundation, Inc. I understand that any contribution, once accepted by the donor-advised fund, represents an irrevocable contribution to National Christian Charitable Foundation and is not refundable to me for any reason.

\_\_\_\_\_  
Giver 1: Full name (Please Print)

\_\_\_\_\_  
Giver 2: Full name (Please Print)

\_\_\_\_\_  
Giver 1: Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Giver 2: Signature

\_\_\_\_\_  
Date