

Fund Evaluation Group

205 West Fourth Street, Suite 810

Cincinnati, OH 45202

Phone: 513-977-4400

Fax: 513-806-2217 (for the OCIO Client Service Team)

The attached form is to be used to coordinate the gift of stock(s) to charitable organizations. The form is designed to provide important information for each party involved in the gift:

- Donor identification for acknowledgment by the receiving organization;
- Delivering broker for where to send the gifts;
- Receiving broker to monitor pending gifts and send acknowledgement to receiving organization.

The receiving organization should forward this form to their donor. The donor, in turn, forwards to their delivering broker to initiate the gift. The donor (or their delivering broker) should fax the completed form to both the receiving organization and to Fund Evaluation Group (the receiving investment adviser).

The procedures followed by Fund Evaluation Group are:

- Written notification to the receiving organization that a gift has been received;
- Take action on stock gifts as defined on Stock Gift Election Form attached to these procedures;
- Provide written notification to receiving organization which will include the donor name (if known) and the value of the gift (the average of the stocks high and low price range on the date the gift is received).

Please contact Leslie Davidson (leslied@uwberks.org or 610-685-4560) at United Way to let us know the stock being transferred as well as the approximate value and number of shares.

Should the donor want to gift via WIRE TRANSFER, please utilize the following information:

INBOUND WIRE INSTRUCTIONS:

U.S. dollar (originating inside U.S.)

- Citibank NA
- 111 Wall Street
- New York, NY 10005
- ABA # 021-000-089
- FBO: Charles Schwab & Co., Inc.
- Account number: 4055-3953
- For the account of: United Way of Berks County – Stock Gift Account
- Account number: 7305-5102

**Schwab does not charge a fee for inbound wires. If intermediary banks are used when processing the wired funds transactions, then there may be additional fees deducted as well as the remittance fee. In some cases, the sending bank will cover the fee.*

MEMO TO: OCIO Client Service Team, Fund Evaluation Group
United Way of Berks County

PHONE: 513-977-4400 (FEG), 610-685-4550 (client)

FAX: 513-806-2217 (FEG), 610-685-4569 (client)

RE: GIFTS OF SECURITIES

THE FOLLOWING INDIVIDUAL(S) WILL BE MAKING A GIFT OF SECURITIES TO:

United Way of Berks County

DONOR:

NAME: _____

ADDRESS: _____

PHONE: _____

NAME OF SECURITY: _____

QUANTITY: _____ # OF SHARES

DELIVERING BROKER: _____

BROKER CONTACT:

NAME: _____

PHONE: _____

Either the individual named above or their broker will be contacting you to coordinate the transfer of the securities.

BROKER DELIVERY INSTRUCTIONS:

(DTC eligible securities only, for all other types of securities contact OCIO Client Service Team at FEG)

Charles Schwab & Co., Inc.

DTC# **0164**

ACCOUNT NUMBER: 7305-5102

ACCOUNT NAME: United Way of Berks County

Please note to include ticker symbol when gifting mutual funds.