

## **GIVING STOCK TO THE CHAPEL HILL FRIENDS MEETING**

**Thank you for deciding to give a gift of stock to the Meeting.** The process can seem complex, especially if you have not contributed stock before. If you want to communicate with a member of Meeting about the process, call Matt Drake at 919-968-0044 or email: [matthiascdrake@gmail.com](mailto:matthiascdrake@gmail.com)

**The Chapel Hill Friends Meeting utilizes the services of the Friends Fiduciary Corporation (FFC) for handling gifts of stock to the Meeting.** The Meeting's investment funds are also located at the FFC. The Friends Fiduciary Corporation is a 100+ year-old Quaker investment non-profit organization located in Philadelphia. As stated in their Summer 2011 Newsletter, "Friends Fiduciary serves nearly 300 constituents – Friends meetings, schools and other Friends organizations – by providing cost effective, socially responsible investment of assets consistent with Quaker values." We trust the FFC, agree with their Quaker-based investment practices, and appreciate their friendly, efficient and low-cost service.

**The Meeting has established four funds at the FFC.** Most gifts are given to support the Meeting's annual budget. Contributions toward the annual budget are placed in the Meeting's **General Fund** at the FFC. Gifts to support the maintenance and improvement of the Meeting's buildings and grounds go into the **Physical Plant Fund**. Unrestricted gifts given at death with the use(s) to be decided by the Meeting are placed in the **Bequest Fund**. Gifts "to support education, training, and service activities that enrich and develop the lives of individuals with a relationship to the Chapel Hill Friends Meeting" go into the **Shotts Fund**.

**Please tell the FFC before the stock is transferred** that you want your gift to go to the Chapel Hill Friends Meeting and specify the General Fund, the Physical Plant Fund, the Bequest Fund, or the Schotts Fund as the recipient fund. Note: In case anyone asks, the Meeting's tax exemption number is: 56-1599173.

### **IF YOU HAVE A STOCK BROKER:**

- 1. Email or ask your broker to email your stock information to Carolyn Houghton at: [carolyn@friendsfiduciary.org](mailto:carolyn@friendsfiduciary.org) Instruct your broker to send the following information:**
  - A. your name and the name of the Chapel Hill Friends Meeting fund (see choices above) where you want your contribution placed,\*
  - B. the name of the company and the symbol of the stock you are giving,
  - C. the CUSIP number of the stock,
  - D. the number of shares being transferred,
  - E. the date the stock transfer is expected to be completed, and
  - F. the broker's name, her/his contact person's name, telephone number, FAX number, and email address.

2. Provide the following information to your broker, preferably in writing. This can be done via a transfer form your broker will provide or by your email or letter. The information should include the following.
- A. U.S. Bank N.A. \*\* serves as custodian for the Friends Fiduciary Corporation.
  - B. The shares should be delivered via DTC wire #2803 to U. S. Bank N.A., Institutional Number 12278 for deposit into Account # 09790-00-J, Friends Fiduciary Corporation - Cons. Fund Income and Deposit Account.
  - C. Your gift is intended to benefit the Chapel Hill Friends Meeting and should be placed in Meeting's fund of your choice at Friends Fiduciary.

**\*Note: This email to Carolyn Houghton at Friends Fiduciary, by you or by your broker, before the transfer happens, is very important.** Electronically transferred stock information includes no information about you (the contributor) or about where you want your gift to go at FFC (to the Chapel Hill Friends Meeting fund(s) of your choice). Friends Fiduciary makes every effort to identify gifts, but will not accept stock without confirmation from you or your broker or from the Meeting.

Once Friends Fiduciary receives your contribution to the Meeting they will inform the Meeting's Treasurer that your gift has been received, sold, and deposited into our account. They will also send information giving the gift date, the net proceeds, and the value of the gift on that date for your tax return. The Treasurer will send this information on to you.

\*\*U.S. Bank N.A., Institutional Trust & Custody, EX-PA-WBSP, ATTN: Carol Hopewell, 50 S. 16th Street, Suite 2000, Philadelphia, PA 19103, (t) 215-761-9337 (f) 215-761-9414.

**IF YOU DO NOT HAVE A STOCK BROKER, OR IF YOU ARE GIVING A STOCK CERTIFICATE OR A MUTUAL FUND:**

Contact Friends Fiduciary directly to learn the proper arrangements. Call 215-241-7272 or email: [info@friendsfiduciary.org](mailto:info@friendsfiduciary.org)

**THANK YOU FOR YOUR SUPPORT OF THE CHAPEL HILL FRIENDS MEETING!**