

# FRIENDS FIDUCIARY CORPORATION

1650 Arch Street, Suite 1904

Philadelphia, PA 19103

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

## **Procedures for Giving a Gift of Stock for a CGA**

**A donor is giving a stock gift, to set up a Charitable Gift Annuity; the stock should come to FFC. 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 and notify the Friends Fiduciary office of this information:
  - Company name of the stock
  - Number of shares
  - Stock cusip number
  - Name of their broker
  - Name of the contact person there
  - The broker's address, telephone number and fax number
  
- ◆ Supply the donor/broker with the following information for their broker. U.S. Bank serves as custodian for Friends Fiduciary:
  - U.S. Bank N.A.
  - Institutional Trust & Custody, EX-PA-WBSP
  - Attn: Carol Hopewell
  - 50 S. 16<sup>th</sup> Street, Suite 2000, Philadelphia, PA 19103
  - (t) 215-761-9337 (f) 215-761-9414

The shares should be delivered via DTC wire (#2803) to U. S. Bank N.A., Institutional Number 12278 for deposit into Account # 11164-05-J, Fiduciary Corporation, CGA Fund Income and Deposit Account.

- ◆ Once the stock has been received and sold, and we have the CGA paperwork from the donor, Fiduciary will process the contract for the donor. (The CGA application must include the cost basis and other information on the stock.)

*Questions about stock transfers or setting up at Charitable Gift Annuity, please contact Melissa Stoner in the Fiduciary office at 215-241-7272 ext 101 or [melissa@friendsfiduciary.org](mailto:melissa@friendsfiduciary.org)*