



Instructions for Giving Stock and Mutual Funds To the National Christian Foundation

Thank you for investing in The Friends of Tenwek Single Charity Fund at National Christian Foundation. Please use the following Letter of Authorization (LOA) to contribute publicly traded securities such as stock and mutual funds and cash through your brokerage account. All contributions to the fund are irrevocable and are in most cases eligible for a tax deduction.* **If you have any questions or if there is a problem with this transfer please contact Shelley Moreau with NCF Carolinas at (704) 716-2900.**

The Letter of Authorization (LOA) on the following page is for your convenience. Please contact your financial institution to request their required procedures and forms and to provide them with the delivery instruction found below.

Please note that if you are sending physical stock certificates or stock held at a transfer agent, complete NCF's Stock Certificate or Transfer Agent Gifting Form available at www.ncfgiving.com/forms.

**Individual Circumstances vary. Please consult your tax advisor regarding your specific situations. Gifts from other tax-exempt organizations are not deductible.*

Step 1: Initiate the Transfer with your Broker

To transfer stocks or mutual funds being held electronically, please use the Letter of Authorization on the following page and instruction below. Include the giver's name and **The Friends of Tenwek Single Charity Fund (#3444319)** on all deliveries.

Deliver All DTC Eligible Securities to: DTC Clearing 0226 National Financial Services LLC For the account of: National Christian Charitable Foundation Inc. Account Number 479-048720	Other Securities: Mutual Funds and other securities may be delivered to one of the following accounts: Fidelity Acct. # 479-048720 Schwab Acct. # 6595-8708 Merrill Lynch Acct. # 210-04116 TD Ameritrade Acct. # 901694820
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Note: Some financial institutions and mutual fund companies require the use of their own form or an additional letter of instruction. 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 The National Christian Foundation.

Step 2: Notify NCF about your Transfer

IMPORTANT: Please send a copy of your Letter of Authorization to NCF (contact info below).

Mail or Overnight Delivery

National Christian Foundation
ATTN: Contribution Services
11625 Rainwater Drive, Suite 500
Alpharetta, GA 30009

Email

transfers@ncfgiving.com
Please note: email transmissions are
not secure

Fax

(888) 672-7302

Note: If we do not receive proper notification of a gift, it will be placed into a holding account at NCF until identified.

Step 3: Confirm your transfer

Transfers must be initiated by your financial advisor or broker. Please confirm with your broker or advisor that your gift has been transferred from your account to NCF's account. Once received, it usually takes 3-5 business days for your transfer to be liquidated, settled, and completely posted to your Fund.



STOCK LETTER OF AUTHORIZATION

Please accept this letter as my authorization to irrevocably transfer stock from my account with your firm. I understand that I must initiate this transfer with my broker. My intention is to gift these stocks to the National Christian Charitable Foundation Inc. This gift is being contributed by the following individuals/entities:

Donor Information

Name _____
Address _____
City _____ State _____ Zip _____
Email _____ Phone _____

Banking/Brokerage Information

Donor Bank/Brokerage Firm Name _____
Contact Person _____ Phone _____
Anticipated Date of Transfer _____

NCF Fund Name and Number: The Friends of Tenwek Single Charity Fund (#3444319)

Please deliver these shares to the following broker:

- Via DTC #0226 to National Financial Services Acct. # 479-048720 for National Christian Charitable Foundation, Inc.
- Fidelity Acct. # 479-048720 Schwab Acct. # 6595-8708
- Merrill Lynch Acct. # 210-04116 TD Ameritrade Acct. # 901694820

Please irrevocably transfer stocks, mutual funds, or other publicly traded assets listed below:

Description of Assets/Name of Security	Symbol	Exact # of Shares***	Approx. \$ Value
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*** 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 not to be liquidated.*** Total: _____

This is my written authorization 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 Oaks Single Charity Fund, represents an irrevocable contribution to National Christian Charitable Foundation and is not refundable to me for any reason.

Gift Designation: _____

Donor(s) Authorized Signature _____ Date _____