Charitable Organizations:
In-Kind Gift Procedures

TRUSTPOINT
Simplify & Secure Your Wealth

Stock Gift Procedure

1. The charitable organization office or brokerage firm from where the stock is coming from contacts Trust Point for delivery instructions.
2. Trust Point will then request the name of the stock, number of shares being transferred, and the name of donor.
3. Information above is provided to Trust Point's operations department.
4. When the gift is received at the Trust Point depository, the relationship manager is notified by the operations department. (Note: it usually takes a day from the time the depository receives it to our operations department being notified).
5. The relationship manager notifies the Trust Point investment department to sell (Note: there is a 1-day settlement for stock sales).
6. The relationship manager notifies the charitable organization of the gift by phone/email and inquires as to whether settlement proceeds should stay in the account or be distributed.
7. A letter is sent to the charitable organization (the settlement proceeds check is included if directed by the charitable organization) that outlines the gift including: the number of shares and name of stock received; the name of donor if known; high/low average price per share of the stock on the date gift received and the resulting total fair market value of the gift; and information regarding the sale transaction of the gifted shares.

Delivery Instructions – Stock Gifts

Deliver to DTC Clearing 0226 (Fidelity/NFS)
A/C #628-094675
A/C Name: Trust Point Inc.

If you can add a note or FBO line, please include: The charitable organization name and TPI a/c #

Please Note: The account number for stock gifts vs. mutual funds is different

Mutual Fund Gift Procedure

1. The charitable organization office or brokerage firm from where the stock is coming from contacts Trust Point for delivery instructions.
2. Trust Point will then request the name of the mutual fund, number of shares being transferred, and the name of the donor.
3. Information above is provided to Trust Point's operations department.
4. When the gift is received at the Trust Point depository, the relationship manager is notified by the operations department. (Note: it usually takes a day from the time the depository receives it to our operations department being notified).
5. The relationship manager notifies the Trust Point investment department to sell (Note: there is a 1-day settlement for mutual fund sales).
6. The relationship manager notifies the charitable organization of the gift by phone/email and inquires as to whether settlement proceeds should stay in the account or be distributed.
7. A letter is sent to the charitable organization (the settlement proceeds check is included if directed by the charitable organization) that outlines the gift including: the number of shares and name of stock received; the name of donor if known; high/low average price per share of the stock on the date gift received and the resulting total fair market value of the gift; and information regarding the sale transaction of the gifted shares.

Delivery Instructions - Mutual Fund Gifts

Deliver to DTC Clearing 0226 (Fidelity/NFS)
A/C #633-014362
A/C Name: Trust Point Inc.

If you can add a note or FBO line, please include: The charitable organization name and TPI a/c #

Please Note: The account number for stock gifts vs. mutual funds is different