

CHARLOTTE STREET FOUNDATION

Securities Donation Instructions

One tax-advantaged way for a donor to give a gift to Charlotte Street Foundation, is to donate appreciated securities.

Giving stocks, bonds, and mutual fund shares that have increased in value (and which the donor has owned for more than one year) provides donors with greater tax benefits than giving cash. Not only can the donor deduct the full market value of the securities but also avoid paying capital gains tax on the appreciation.

Step 1: Transfer shares held at a securities firm or other brokerage account

- Provide the following instructions to your financial advisor or the institution where securities are held to transfer the shares to:

Charles Schwab
DTC # 0164
Account # 3779-7789

- Instruct your broker to enter identifying information (i.e. your name and address, phone number, account number, broker information) into the "Text Comment" field of the DTC screen.
- If you would like to transfer shares of mutual funds, please contact Diane Richardson Spaite at (913) 815-6541 or diane.spaite@creativeplanning.com to make certain that the shares can be accepted.

If certificates/shares are in your physical possession, please contact Diane Richardson Spaite for additional instructions.

Step 2: Notify Charlotte Street Foundation of your Gift

Securities donations often transfer with no accompanying donor information. In order for Charlotte Street to identify your gift and send a tax receipt, please provide the gift details requested below:

- Donor Name
- Donor Address
- Donor Phone
- Donor E-mail
- Name and Type of Security
- Number of Shares
- Approximate Transfer Date
- Name of Brokerage Firm

E-mail the form to the attention of Amanda Middaugh, Development + Marketing Director, at amanda@charlottestreet.org.