

1. STOCK GIFT

A gift of stock to Bainbridge Community Foundation requires a stock transfer from your current brokerage account to BCF's brokerage account at Wells Fargo.

The value of a gift of readily marketable stock is the mean between the high and the low share price on the day the stock is received into the Bainbridge Community Foundation's (BCF) account if the transfer goes through the BCF's broker. **Please call the Bainbridge Community Foundation prior to transfer** to tell us which stocks are being transferred, how many shares and the name of Fund to which you want them credited. Please note: a donor's instructions to a broker to transfer stock are not sufficient to complete the gift. For DTC transfers, the date of the gift is the date that DTC actually transfers your stock to a Foundation account.

There are very simple steps to follow:

Step 1: Contact BCF to notify them of a stock gift or transfer and give BCF the name, company and phone number of the broker who will be handling the transaction.

You may call us at 206-842-0433, email or send a letter to:

Bainbridge Community Foundation
Marge Williams Center, Ste 305
221 Winslow Way West
Bainbridge Island, WA 98110
Email: jim@bainbridgecf.org

Step 2: Contact your broker and give him/her instructions on transferring stock to BCF. You will likely need to provide written instructions with the name of the stock and how many shares you want to gift to BCF. Your broker (or brokerage house) may have a specific process to follow, so make sure to ask them about the process. Please ask your broker to notify BCF once they receive the instructions. This step can only be handled by you, the donor. A sample donation form is attached with the key information requested by Wells Fargo for a stock gift/transfer.

Step 3: BCF requests that you have your broker call our office so that staff can smoothly handle the transaction details from here. The broker should be instructed to call BCF once they receive your instructions, and should notify BCF of the stock transfer date. BCF will provide the broker with the BCF account location and number for the incoming transfer.

Step 4: BCF will confirm the stock gift with the donor. A tax receipt letter with key information will be sent shortly after the transfer, including the name of the stock, total number of shares gifted, share price, total gift amount and the date of the gift.

If you have any questions, please call the BCF office at 842-0433.



BAINBRIDGE
Community Foundation

PAGE 2

Asset Delivery Instructions

2. CASH WIRES OR TRANSFERS

Please call the Bainbridge Community Foundation with the name of the fund to be credited prior to transfer so we can advise our bank. We will provide instructions with account number and contacts.

3. TREASURY NOTES

Treasury Notes should be delivered to the Wells Fargo Bank for transfer to Bainbridge Community Foundation. Please contact BCF for instructions for delivery from the donor's account to a Bainbridge Community Foundation account.

4. VALUATION OF CONTRIBUTED GIFTS

The value of a gift of securities is the fair market value on the date of the transfer.

The fair market value of the gift is the mean between the highest and lowest selling prices on the transfer date for stock and the net asset value on the transfer date for mutual fund shares.

The transfer date is:

- a. The date on the postmark when a fully executed stock power and stock certificate are mailed.
- b. The date of receipt when a fully executed stock power and stock certificate are hand-delivered to the Bainbridge Community Foundation or its agents.
- c. The transfer date indicated on the broker's confirmation notice when stock or mutual fund shares are electronically transferred from your brokerage account to the Bainbridge Community Foundation's account. (Note that the date of transfer is not the date you submit the request to your broker, but rather the date the transaction is completed).
- d. The date on the certificate when the stock is registered in the name of the Bainbridge Community Foundation.
- e. The date the Bainbridge Community Foundation's ownership is recorded by the fund company when mutual fund shares held in book entry are transferred.

Thank you for your generous support of the community and Bainbridge Community Foundation!



Bainbridge Community Foundation
STOCK DONATION DETAILS
For Financial Professionals

Please provide the following instructions to your broker to make a gift of stock to the Bainbridge Community Foundation:

Make stock gift transfer to:

Wells Fargo Advisors

DTC# 0141

Further Credit to: Bainbridge Community Foundation

Account #4056-5869

Name of Stock: _____ Trading Symbol: _____

Number of shares gifted: _____

Date you would like to transfer/gift stock: _____

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If any questions, please contact Jesse Bunich at Wells Fargo on Bainbridge Island, 206-780-7952.