

APPENDIX 2: INSTRUCTIONS FOR CONTRIBUTIONS OF STOCKS AND BONDS

This information is provided to assist the donor when gifting stocks or bonds to the Homer Foundation. The Foundation gratefully accepts gifts of publicly traded securities, which may be transferred electronically or delivered in certificate form. The Homer Foundation Investment Committee makes the determination as to whether to hold or sell the securities upon receipt. To receive prompt credit for your gift to the Homer Foundation, please contact us (information listed below), with the following information:

- Your intent to make a gift to the Homer Foundation
- The estimated transfer date
- The name and contact information for your securities firm
- The intended destination and purpose of your gift

Remember to allow plenty of time for a year-end gift, the transfer must be complete (received in our account) for the gift to be considered complete by December 31st.

Electronic Transfer. The easiest way to transfer stocks or bonds to the community foundation is to transfer the asset to our Vanguard account via electronic transfer, or “DTC.” To transfer stocks or bonds this way, simply send your bank or brokerage firm signed instructions to transfer the asset to the Homer Foundation’s Vanguard brokerage account 15179209 via DTC 0062. Sample instructions to a broker for electronic transfers are attached.

Certificate Transfer. If you are giving stock or bond certificates registered in your name(s), we need a notarized “gifting letter” detailing your gift. This notarized letter and a “stock power form” must be signed by all owners listed on the certificates, exactly as they are registered. A sample “gifting letter” and “stock power form” are attached.

Restricted Stock. The Homer Foundation will consider acceptance of restricted stock on a case-by-case basis. Contact the Homer Foundation for more information.

Mutual Funds. The contribution of mutual fund shares often requires more steps and more time than a straight contribution of stocks or bonds—an important consideration at the end of the calendar year. The first step is to contact your mutual fund company and request instructions for charitable contributions of mutual fund shares. Each mutual fund has a different process—most require a letter from you indicating your desire to “re-register” your shares to the community foundation. Policies vary—some mutual fund companies allow the electronic transfer of shares to our brokerage account while others require us to open an account to handle the transfer.

Homer Foundation
P.O. Box 2600 Homer, Alaska 99603
907-235-0541
info@homerfoundation.org
www.homerfoundation.org

**SAMPLE LETTER TO BROKER FOR ELECTRONIC TRANSFER OF
STOCKS AND BONDS**

Date

Broker Name
Firm
Address
City/State/Zip

RE: Gift of Stock to the Homer Foundation

Dear Broker:

This letter constitutes my direction to you to transfer the following shares of stock from my account number _____ to the Homer Foundation's Vanguard brokerage account number 15179209 via DTC number 0062.

Number of shares: _____ Company: _____

I intend this transfer to be a gift to the Homer Foundation, EIN # 92-0139183. Please expedite this transfer and advise me when it is complete.

Very truly yours,

(donor signature)

SAMPLE GIFTING LETTER FOR STOCK CERTIFICATES

Date

Name and Address of your Stock Brokerage Firm

RE: Gift of Stock to the Homer Foundation

To Whom It May Concern:

This letter constitutes my direction to you to transfer the following shares of stock from my account to the Homer Foundation’s Vanguard brokerage account number 15179209 via DTC number 0062.

Number of Shares: _____ **Company:** _____

Certificate Number: _____

I intend this transfer to be a gift to the Homer Foundation, EIN # 92-0139183. I hereby relinquish all right, title and interest in these securities and I do hereby finally and irrevocably release and discharge you of any claims by me or my legal representatives with reference thereto, including the proceeds of the sale and disposition thereof.

Please expedite this transfer and advise me when it is complete.

Very truly yours,

Signature of Donor

Signature of Second Donor – if joint account

State of _____

County of _____

On this _____ day of _____, 20_____, before me personally came to me known, and known to me to be the individual described in and who executed the foregoing instrument and who acknowledged that s/he executed the same.

Notary Public Signature and Stamp

IRREVOCABLE STOCK OR BOND POWER

For Value Received, the undersigned does (do) hereby sell, assign and transfer to:

Homer Foundation Taxpayer I.D. Number 92-0139183
P.O. Box 2600
Homer, AK 99603

IF STOCK COMPLETE THIS PORTION

_____ Shares of _____ Stock of _____

Represented by certificate(s) number(s) _____ inclusive, standing in the name of the undersigned on the books of said Company.

IF BONDS COMPLETE HIS SECTION

_____ Bonds of _____

In the principal amount of \$ _____ Number(s) _____ inclusive, standing in the name of the undersigned on the books of said Company.

Attorney to transfer the said stock or bond(s), as the case may be, on the Books of said Company, with full power of substitution in the premises.

IMPORTANT: The signature(s) to this power must correspond with the name(s) as written upon the fact of the certificates (s) or bond(s) in every particular without alteration.

PERSON(S) EXECUTING THIS POWER SIGN(S) HERE

Account No. _____

Dated: _____