

**PROCEDURE FOR GIFTING SECURITIES**

*(effective 5-11-2023)*

There are several ways to make a gift of securities to a component fund of the New Hampshire Charitable Foundation. Attached is a sample gift instruction letter, which may be used to instruct your broker to transfer securities to the Foundation.

## SECURITIES HELD IN A BROKERAGE ACCOUNT

Securities may be delivered by wire through the Depository Trust Company (DTC) to our brokerage account. Instructions should be given as follows:

Broker: UBS Financial Services, Inc.

11 S. Main Street, Suite 300, Concord, NH 03301

**DTC Broker #: 221**

**Broker Contact Erin Ball 603-626-2925 erin.ball@ubs.com**

**NHCF Account #: CV65842-04**

Prior to initiating the stock transfer, please contact Narmada Mogali at 800-464-6641, ext. 224 or [nm@nhcf.org](mailto:nm@nhcf.org) and provide the name and contact information of your broker, the name of the security being transferred and the number of shares. A faxed copy of the gift instruction letter to your advisor is a helpful way to provide this notice.

## SECURITIES HELD IN A BANK CUSTODIAN ACCOUNT

If you wish to make a gift of securities from your bank account, please provide the bank with a gift instruction letter, and provide Narmada Mogali with the contact information for the bank representative responsible for the transfer.

## SECURITIES REGISTERED IN YOUR NAME

Securities may be delivered to the New Hampshire Charitable Foundation (37 Pleasant Street, Concord, NH 03301-4005) by mail or in person. *Please see separate procedures for physical stock certificates.*

**RESTRICTED SECURITIES (Rule 144)**

Please contact Narmada Mogali for additional information.

**MUTUAL FUNDS** – Most mutual funds are more complex in nature and require additional steps to be transferred to us. Please contact Erin Ball (above) to see if UBS can accept your mutual fund shares. If not, Erin will be able to facilitate the best way to receive the shares.

**SAMPLE GIFT INSTRUCTION LETTER**

Date

Name and Address of your Broker,

Investment Advisor or Custodian Bank, etc.

Re: Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I wish to make a gift of securities to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund, a component fund at the New Hampshire Charitable Foundation, 37 Pleasant Street, Concord, NH 03301.

I authorize you to irrevocably transfer the following securities from my account to the Charitable Foundation.

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Shares: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please deliver the above listed securities to UBS Financial Services, Inc., 11 S. Main Street, Suite 300, Concord, NH 03301, DTC No. 221, c/o New Hampshire Charitable Foundation, account #CV65842-04. The broker contact is Erin Ball and she may be reached by email erin.ball@ubs.com or by phone at 603-626-2925. Shares should be transferred in kind and are not to be liquidated.

Sincerely,

Donor's Signature

**cc: Narmada Mogali, New Hampshire Charitable Foundation**

**Fax 603-415-2700**

***Footnote to the donor: On the copy of this letter sent to Narmada Mogali, please indicate the telephone number of the broker, investment advisor or bank custodian.***