



## **HOW TO GIVE SECURITIES OR MUTUAL FUND SHARES**

### **ALL SECURITIES**

Please notify the Community Foundation for the Greater Capital Region, Inc. when transferring securities. You may notify us by:

Phone: (518) 446-9638  
Fax: (518) 446-9708  
Email: tmariano@cfgcr.org  
Mail: 2 Tower Place, Albany, New York 12203

Informing us of the securities transaction in advance will help us to alert our Master Custodian to accept the securities and assist us in properly acknowledging your gift. A copy of your instructions to your advisor is a helpful way to provide this notice.

### **SECURITIES HELD BY YOUR BANK OR BROKER**

Please notify your bank or broker that you are making a gift of securities to the Community Foundation for the Greater Capital Region, Inc. Securities held by a broker may be delivered by wire through the Depository Trust Company (DTC) to our brokerage account. Instructions should be given as follows:

Key Bank NA Participant (DTC) #2205  
FBO KeyBank National Association for Community Foundation for the Greater Capital Region, Inc.  
Account #0077940.6  
Reason Code 40

### **If Federal Securities direct to:**

KeyBank/1050  
ABA#041001039  
KeyBank National Association for Community Foundation for the Greater Capital Region, Inc.  
Account #0077940.6

### **MUTUAL FUND SHARES**

The procedure for transferring shares is established by the mutual fund company.

Please contact KeyBank's IAS Resource Center at (888)539-7747 to set up the transfer. Reference should be given as:

[Name of Mutual Fund]

CUSIP/Ticker of Fund

For the benefit of: The Community Foundation for the Greater Capital Region

Account #0077940.6

**VALUATION AND DATE OF GIFT**

The value of your gift is the mean between the high and low quotations on the date you make your gift. Your gift is considered made on the date the securities pass unconditionally from your control. In the case of securities your broker transfers, this is the day the stock is received in the Community Foundation account. In the case of securities you mail, this is the date of the postmark on the mailing.