



# Giftng to The U.S. Charitable Gift Trust®



Please review the instructions below prior to gifting to The U.S. Charitable Gift Trust.

Contact information for the Trustee, Wilmington Trust Retirement & Institutional Services, is:

The U.S. Charitable Gift Trust®  
 c/o Wilmington Trust Retirement & Institutional Services  
 2710 Centerville Road, Suite 101, Wilmington, DE 19808

Phone: 1-800-664-6901  
 Fax: 1-302-636-8585  
[www.uscharitablegifttrust.org](http://www.uscharitablegifttrust.org)

CONTRIBUTION TYPE	INSTRUCTIONS
<b>CASH</b>	
<b>Check</b>	Please make the check payable to Wilmington Trust Retirement & Institutional Services. Mail check along with the Donor Information Form* to the Trustee.
<b>Wire</b>	Please contact the Trustee at 800-664-6901 for Wire Instructions.
<b>SECURITIES</b>	
<b>Stock Certificate</b>	Endorse the certificate(s) by writing "Wilmington Trust Retirement & Institutional Services" between the words appoint and attorney in the space provided on the back of the certificate. Date and sign your certificate exactly as your name appears on the front. Have your signature medallion guaranteed. Mail the certificate along with the Donor Information Form* to the Trustee.
<b>Stock or Other Marketable Securities Held in Brokerage Account</b>	Complete the form Letter of Authorization to Transfer Securities. Send the original letter to the firm holding the stock and a copy of the letter to the Trustee, along with the Donor Information Form.* Please review <b>Guide to Gifting Securities</b> for additional information on completing the letter.
<b>Mutual Funds Held in Brokerage Account or by Fund family</b>	Complete the form Letter of Authorization to Transfer Securities. Send the original letter to the Trustee, along with the Donor Information Form.* Please review Guide to Gifting Securities for additional information on completing the letter.
<b>CHARITABLE ASSETS</b>	
<b>Donor Advised Fund or Private Foundation</b>	Recommend a grant from the existing Charitable Asset to The U.S. Charitable Gift Trust, TIN 31-1663020. Mail or fax the Donor Information Form to the Trustee, noting the funding that will arrive from another Charitable Asset.
<b>OTHER TYPES OF GIFTS</b>	
<b>Please contact the Trustee for additional information to gift the following:</b>	<ul style="list-style-type: none"> <li>• Stock held in Dividend Reinvestment Plan</li> <li>• Privately Held Stock</li> <li>• Restricted Stock</li> <li>• Stock held by Transfer Agent</li> <li>• S-Corp Stock</li> <li>• Life Insurance Policies</li> <li>• Tradeable Real Estate Investment Trusts</li> <li>• Unit Investment Trust(s)</li> <li>• Pooled Income Fund</li> <li>• Annuities</li> <li>• Real Estate</li> <li>• Certain Non-Marketable Valuables</li> </ul>

\*If this is an additional contribution, please send the Additional Contribution Form in lieu of the Donor Information Form.

# Guide to Gifting Securities

For gifts of stocks, mutual funds or other marketable securities held in a brokerage account or by the Fund family, please complete the **Letter of Authorization to Transfer Securities**. Please contact the Trustee, Wilmington Trust Retirement & Institutional Services, at 1-800-664-6901 for assistance to gift.

## GIFTS OF TRADABLE SECURITIES, E.G., STOCKS:

Tradable securities refers to the characteristic that the security may be transferred electronically to The U.S. Charitable Gift Trust®. Mutual funds are not considered tradeable securities.

### STEPS TO GIFT:

1. Complete the Letter of Authorization to Transfer Securities.
2. Send the original letter to the broker/dealer holding the security(ies).
3. Mail or fax a copy of the letter to Wilmington Trust Retirement & Institutional Services. As the security(ies) will arrive in a general account for The U.S. Charitable Gift Trust, providing a copy of the letter alerts Wilmington Trust Retirement & Institutional Services to watch for your gift.
4. Upon receipt of your gift, Wilmington Trust Retirement & Institutional Services will mail you an acknowledgement of your gift, including the value you may be eligible to use as a tax deduction.

## GIFTS OF MUTUAL FUND SHARES:

Mutual fund shares must be transferred from your account, held at either the broker/dealer or Fund Family, to an account registered to The U.S. Charitable Gift Trust.

### STEPS TO GIFT:

1. Complete the Letter of Authorization to Transfer Securities.
2. Send the original letter and a copy of a recent account statement to Wilmington Trust Retirement & Institutional Services. Please note that you should not send anything directly to the company holding your mutual fund shares.
3. Wilmington Trust Retirement & Institutional Services will work directly with the company holding your mutual fund shares to transfer and redeem the shares.
4. Upon receipt of your gift, Wilmington Trust Retirement & Institutional Services will mail you an acknowledgement of your gift, including the value you may be eligible to use as a tax deduction.

## ADDITIONAL INFORMATION

- The Letter of Authorization to Transfer Securities should be used for either tradable securities or mutual funds. If you are gifting both types of securities, please complete one form for each type of gift.
- Your signature must have a medallion guarantee. For your security, companies will require verification that you are authorizing the transaction.
- If you have any questions, please contact Wilmington Trust Retirement & Institutional Services at 1-800-664-6901.

# Letter of Authorization to Transfer Securities



## Donor Advised Fund

**Donor Instructions:** Please complete the information to gift publicly traded securities to The U.S. Charitable Gift Trust®. You may refer to the Guide to Gifting Securities for detailed instructions to complete the information below. A reminder that gifts of tradable securities, for example stock, should have the original letter sent to the broker/dealer and a copy to the Trustee, Wilmington Trust Retirement & Institutional Services. Gifts of mutual funds should have the original letter sent to Wilmington Trust Retirement & Institutional Services, and the Trustee will work directly with the broker/dealer to transfer the designated mutual fund shares.

**Broker/Dealer Instructions:** As instructed by the client, please deliver all eligible securities to The U.S. Charitable Gift Trust. All transfers are to be made in-kind. For transfers of tradable securities, please deliver to:

Wilmington Trust Retirement & Institutional Services, Trustee for The U.S. Charitable Gift Trust  
c/o Fifth Third Bank  
DTC Number 2116  
Account Number 010034177754

For transfers of mutual funds, please refer to the attached letter from Wilmington Trust Retirement & Institutional Services. If you have any questions, please contact Wilmington Trust Retirement & Institutional Services at 1-800-664-6901.

Name of Broker/Dealer Holding Assets ..... Date ..... Daytime Phone Number .....

Mailing Address .....

City, State & ZIP .....

Dear: ..... Name of Broker/Dealer Holding Asset(s) .....

Please accept this letter as my authorization to irrevocably transfer the following position(s) from my account, provided below, to The U.S. Charitable Gift Trust.

From: ..... My Account Number .....

- 1. .... shares of .....  
Name of Security (and symbol, and/or cusip if known)
- 2. .... shares of .....  
Name of Security (and symbol, and/or cusip if known)
- 3. .... shares of .....  
Name of Security (and symbol, and/or cusip if known)

Sincerely,

.....  
Signature #1

.....  
Name (Please Print)

.....  
Signature #2 (If Applicable)

.....  
Name #2 (Please Print)

**Required  
Place Medallion  
Guarantee Program  
Signature Stamp Here**