

#### **Stock Gift Instructions**

We are very appreciative that you have decided to gift Stock to Fellowship Christian School. To electronically transfer securities from your account to Fellowship Christian School's account, please provide your brokerage firm with this signed letter of authorization and include the information requested below:

## STEP 1: INITIATE THE TRANSFER WITH YOUR BROKER/ADVISOR USING THE ATTACHED LETTER OF AUTHORIZATION

Deliver All DTC Eligible Securities to: DTC

Clearing #0226,

National Financial Services, LLC

For the account of: National Christian Charitable Foundation, Inc.

Account Number: 479-048720

Further credit to: The Fellowship Christian School Giving Fund Number 1653383

# STEP 2: IT IS CRITICAL FOR TIMELY AND PROPER PROCESSING OF YOUR GIFT TO NOTIFY NCF & FCS WHAT STOCK IS BEING TRANSFERRED. PLEASE SEND THE EMAIL TO:

Robin Creech at <a href="mailto:robin.creech@fcspaladins.org">robin.creech@fcspaladins.org</a> (Fellowship Christian School) Shaye Robinson at <a href="mailto:srobinson@ncfgiving.com">srobinson@ncfgiving.com</a> (National Christian Foundation)

### **STEP 3: CONFIRM YOUR TRANSFER**

Transfers must be initiated by your financial advisor or broker. Please confirm with your broker or advisor that your gift has been transferred from your account to NCF's account. Once received, it usually takes 35 business days for your transfer to be liquidated, settled, and completely posted. At year-end, please allow several extra days for these types of transactions to be completed.



### LETTER OF AUTHORIZATION TO YOUR BROKER

Please accept this letter as my authorization to irrevocably transfer a portion of the positions from my account with your firm. I understand that I must initiate this transfer with my broker/advisor. My intention is to gift these stocks to National Christian Charitable Foundation, Inc. If you have any questions, or if there is a problem with this transfer, please contact me immediately at the phone number below. This gift is being contributed by the following individuals/entities:

Contributor Name(s):		
Address:		
Phone Number:	_ Email Address:	
Name of Delivering Broker:	Phone Numbe	er:
Address:		
My Account Number with your firm:	Anticipated Date of Transfer:	
NCF Giving Fund: The Fellowship Christian	n School Giving Fund	Giving Fund Number: 1653383
Please deliver these shares to the following by Via DTC # 0226 to National Financial Services Foundation, Inc., Further credit to: The Fellows	s Acct # 479-048720 for Na	
Description of Assets/ Name of Security Symbol	Exact Number of Shares***	Approximate \$ Value
Description of Assets/ Name of Security Symbol	Exact Number of Shares***	Approximate \$ Value
Description of Assets/ Name of Security Symbol	Exact Number of Shares***	Approximate \$ Value
SIGNATURES This is my written authorization to irrevocably National Christian Charitable Foundation, Inc. Fund, represents an irrevocable contribution to refundable to me for any reason.	I understand that any control on National Christian Charita	ribution, once accepted by the able Foundation and is not
Giver 1: Full Name (Please Print)	Giver 1: Signature	Date
Giver 2: Full Name (Please Print)	Giver 2: Signature	Date

For sending securities other than stock (i.e. mutual funds) please contact Daly Foster at 770.641.6854 or daly.foster@fcspaladins.org.