



## **Donating Stock to a Fund of the North Valley Community Foundation**

When you gift shares of stock to your fund, you receive an income tax deduction for the full fair market value of your stock while avoiding capital gains tax. You may gift stock in two ways:

### **1. You may transfer stock shares directly from your brokerage account to us electronically.**

- a. Send a letter to your broker requesting that stock should be transferred to the North Valley Community Foundation (See sample at the end of this Section.)  
Be sure to include the following numbers in your letter so that your broker can send the stock to our receiving account:

Sweeney & Michel Asset Management Group  
Attn: Renee Michel  
Account # 657-693082  
DTC Number 0226 Fidelity Investments  
for the North Valley Community Foundation

- b. Email a copy of your letter to [chknight@nvcf.org](mailto:chknight@nvcf.org) and include the name of the stock and the number of shares you are contributing. You may also mail the letter to: NVCF, attn: Chris Hayashida-Knight, 240 Main St Ste 260, Chico, CA 95928

*When your stock is received into our account, it does not have your name it; please make sure to let us know when you are making a stock gift!*

- c. Once the gift is received, it will be credited to your fund immediately and acknowledged promptly.

### **2. You may give the Foundation stock shares in certificate form.**

- a. Begin by requesting a stock power form from the Foundation.
- b. Take the stock power to your bank and have your signature medallion guaranteed. Please do not fill any of the blanks on the stock power. Simply sign it on the signature line with a medallion guaranteed signature.
- c. Send or bring the stock certificate and the signed stock power to the Foundation with a brief letter telling us the name of the fund to which you are making the gift.

*Converting stock certificates to sellable shares and selling them will take about four to six weeks. For tax purposes your gift will be complete on the day we receive your certificate and stock power signed with a medallion guaranteed signature. However, your fund will not actually have the proceeds of the sale of the stock for four to six weeks.*



DATE:

TO:

RE: Stock transfer request by \_\_\_\_\_

Account # \_\_\_\_\_

You are hereby authorized to transfer the following shares of stock to the North Valley Community Foundation's account:

Transfer: \_\_\_\_\_ shares of \_\_\_\_\_

Deliver to:           The Sweeney & Michel Team  
                          Attn: Renee Michel  
                          DTC Number 0226  
                          Account # 657-693082  
                          Account Name: North Valley Community Foundation

**Please indicate that I wish my gift to be designated as follows:**

- North Valley Community Foundation - General Operating
- North Valley Community Foundation - Restricted to \_\_\_\_\_

Please advise Chris Hayashida-Knight, CFO, North Valley Community Foundation, [chknight@nvcf.org](mailto:chknight@nvcf.org), 530-891-1150 x26, when this transfer has been made so the NVCF may acknowledge my gift and prepare a charitable gift receipt for my tax records.

Thank you for your assistance.

Sincerely,