NCF National Christian Foundation®

Instructions for giving physical stock certificates

Use the following forms when contributing paper certificates to a fund at NCF. If contributing gifts of securities electronically through one of the main brokerage houses, please use the **LOI for giving stocks and mutual funds.**

All contributions to a NCF fund are irrevocable and are in most cases eligible for a tax deduction.*

*Individual circumstances vary. Please consult your tax advisor regarding your specific situations. Gifts from other tax exempt organizations are not deductible.

INSTRUCTIONS FOR GIVING STOCK CERTIFICATES

Please follow the instructions below to ensure a smooth transfer of your shares. Stock certificates should not be enforced.

1. Complete the Stock certificate gifting form found on page 2 to identify the fund that will receive the contribution.
2. Complete the certificate release request found on page 3, including a medallion signature guarantee.*
3. Complete the Stock or bond power form found on page 4, including a medallion signature guarantee.*
4. Send the certificate(s) and pages 2-4 to NCF at the address found on page 2. We suggest using a traceable overnight service or USPS return receipt request.

The process usually takes 5-7 business days. Restricted stocks may require additional documentation and processing time.

*A medallion signature guarantee can be obtained at any bank or other financial institution that participates in the medallion signature guarantee program. Please note that this is not the same as a notary.

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Stock certificate gifting form

Please include this page with your stock certificate and any other required forms.

CONTRIBUTOR INFORMATION

Please contribute my gift to this NCF fund:

NCF fund number | NCF fund name

This gift is being contributed by the following individuals/entities:

Contributor name(s)

Address

Phone number and email address

DELIVERY INSTRUCTIONS

When your form is complete, please review it and the related documents. Please be sure all relevant signatures are obtained, including a medallion signature guarantee if required. Mail your form and the related certificate(s) via traceable mail to the address below:

National Christian Foundation
ATTN: Contribution Services
1150 Sanctuary Pkwy, Suite 350
Alpharetta, GA 30009

This is my written authorization to irrevocably transfer ownership of the assets specified in this form to National Christian Charitable Foundation, Inc. I understand that any contribution, once accepted by the fund, represents an irrevocable contribution to National Christian Charitable Foundation, Inc. and is not refundable to me for any reason.

Giver 1: Full name (please print)

Giver 2: Full name (please print)

Giver 1: Signature | Date

Giver 2: Signature | Date

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Certificate release request

A. This form authorizes Fidelity to deposit certificates into a Fidelity brokerage account when the name and registration on the certificate do not match the name and registration on the Fidelity account.

B. Place your signature on the signature(s) of named certificate holder(s) line. Print and sign your name exactly as your name appears on the front of the certificate.

C. Please have your signature medallion signature guaranteed by a bank or other financial institution that participates in the medallion signature guarantee program. Please note that a notary is not a medallion signature guarantee.

NCF FIDELITY ACCOUNT

Name of Fidelity account owner who will receive the securities: ..... National Christian Charitable Foundation, Inc.

Brokerage Account Number: 479-048720

Address: ..... 1150 Sanctuary Pkwy, Suite 350, Alpharetta, GA 30009

AUTHORIZATION TO DEPOSIT CERTIFICATE(S)

The undersigned hands Fidelity Brokerage Services, Inc. herewith _____ shares of _____ represented by certificate(s) number(s) _____, duly assigned in blank, and requests that you place said securities into the account of the owner named above, whom you may, for all purposes whatsoever, treat as the sole owner of said securities and any of the proceeds thereof.

SIGNATURE(S) OF NAMED CERTIFICATE HOLDER(S)

Important: The signature(s) must correspond in every particular, without alteration, with the name(s) as printed on your certificate(s).

Signature of current owner	Date	Signature of joint owner	Date
City	State	City	State

SIGNATURE(S) GUARANTEE(S)

Important: The signature of the named certificate holders must be guaranteed. A signature guarantee is designed to protect you and Fidelity from fraud. You should be able to obtain a signature guarantee from a bank, broker/dealer (including Fidelity Investor Centers), credit union (if authorized under state law), securities exchange or association, clearing agency, or savings association. A notary public cannot provide a signature guarantee. We cannot accept a notarization instead of a signature guarantee.

medallion signature guarantee	medallion signature guarantee
Signature guarantee (for owner)	Signature guarantee (for joint owner)

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Fidelity irrevocable stock or bond power form

To allow Fidelity Brokerage Services, LLC to facilitate the processing of your certificate(s) in the absence of your endorsement on the certificate(s), please complete and sign this stock/bond power, which we will attach to the certificate(s). Return the completed form to your investment advisor.

National Christian Charitable Foundation, Inc.	479-048720	G
Advisor name	Account #	G Number

REGISTRATION (FOR NCF TO COMPLETE)

Primary account holder name — Date of birth

Entity/Business/Trust name

Joint account holder/Trustee name (if any) — Date of birth

IRREVOCABLE STOCK OR BOND POWER FOR VALUE RECEIVED (TO BE COMPLETED BY GIVER)

The undersigned does (do) hereby sell, assign and transfer to National Christian Charitable Foundation, Inc.

If stock, insert above (number of shares)

Share of the (common/preferred)

Stock of

Represented by certificate(s) number(s)

Certificate # Certificate #

If bonds, insert above (number of bonds)

Bonds of the (description of the company or municipality)

In the principal amount (face value)

Represented by certificate(s) number(s)

Certificate # Certificate #

Inclusive, standing in the name of the undersigned on the books of said company. The undersigned does (so) hereby irrevocably constitute and appoint National Financial Services LLC, attorney to transfer the said stock or bond(s) as the case may be, on the books of said company with full power of substitution in the premises.

SIGNATURE OF NAMED CERTIFICATE HOLDERS

Note: if the stock is registered in more than one name, please have all parties sign below exactly as their name(s) appear on the certificate(s).

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

medallion signature guarantee

medallion signature guarantee