

**Procedure for the Donation of Securities to the
Community Foundation of Western Massachusetts
Revised 9/29/2009**

1.) Securities held by Broker

Any person wishing to donate securities held by a broker **MUST** notify the Community Foundation of the name of the security being donated, the number of shares, the broker's name address and phone number and the charitable fund at the Foundation to be credited with the gift. Once this is done, the broker should be contacted by the donor and instructed to transfer the securities to the Foundation as follows.

- If the security is held at Fidelity or RBC Dain Rauscher, it can be transferred directly into the following accounts:

Fidelity Investments #Z42-806960
RBC Dain Rauscher #1101-3500-6388

- All other securities can be transferred through the Depository Trust Company (DTC) as follows:

UBS Financial Services
DTC # 0221
UBS Financial Services acct. #VZ 32161
Springfield, MA 01144
For the Benefit of: **Community Foundation of Western Massachusetts**
Contact at UBS Financial Services is: Elaine 413-785-4960

2.) Securities (Certificates) physically held by Donor

- A. The Donor should mail the certificate in a separate envelope to the Community Foundation with a letter stating specifically what is being donated and the charitable fund at the Foundation to be credited with the gift. ***Do not sign the stock certificate or fill out the transfer section on the back of the certificate.***
- B. The Donor should mail in a separate envelope a [Stock Power Form](#) with signature guaranteed to the Community Foundation along with a copy of the above letter. The Donor should enter only the number of shares, name of company, and certificate number on the Stock Power Form. ***Do not insert Community Foundation of Western Massachusetts or name a person to serve as attorney to transfer shares. For security reasons the Stock Certificate and the Stock Power Form should be sent in two separate envelopes.***
- C. A Xeroxed copy of your driver's license, or other picture ID should be sent to the Community Foundation.
- D. In the alternative, the certificate, letter and [Stock Power Form](#) may be transmitted to the Community Foundation in the following ways:
 - Deliver personally

- A Community Foundation staff member can pick up your Stock Certificates and Stock Power Form if it is more convenient.

Note: If the Stock Certificate is for more shares than the donor wishes to gift, the Stock Power form should only show the transfer of the number of shares represented by the certificate. In the letter, the donor should specify how many shares should go to the Community Foundation and how many shares should be returned to the donor. In these cases, the donor must include their social security number so that a new certificate can be reissued in their name for the remaining shares.

**Finally, if you have any further questions, please call Debbie Koske, Fiscal Officer
413-732-2858, fax 413-733-8565
E-mail dkoske@communityfoundation.org**