



## QUAKER VOLUNTARY SERVICE

PO BOX 8240 | ATLANTA, GA 31106

QUAKERVOLUNTARYSERVICE.ORG | 404.600.1128

INFO@QUAKERVOLUNTARYSERVICE.ORG

# QVS Processes Stock Gifts through Friends Fiduciary Corporation

We are so thankful for your donation to Quaker Voluntary Service through a stock gift. This PDF includes procedures for the electronic transfer of stock. Please fill out the third page (“Gift Form”) and email it to our team.

If you have any questions regarding the process, please be in touch with QVS Staff via email: [development@quakervoluntaryservice.org](mailto:development@quakervoluntaryservice.org), or by phone: 404-600-1128.



## **Procedure for Securities Transfer**

**Use these instructions to transfer securities to Friends Fiduciary to make a charitable gift:**

- ◆ The donor will complete Section I of the Gift Intake Form on the following page and the Charitable Beneficiary will complete Section II. Submit the form to Friends Fiduciary via email to [tmcelroy@friendsfiduciary.org](mailto:tmcelroy@friendsfiduciary.org) and [squinn@friendsfiduciary.org](mailto:squinn@friendsfiduciary.org). For timely processing of gifts, please do not send the form via US Mail.
- ◆ The donor will inform their broker that shares should be delivered via DTC wire #2803 to U. S. Bank N.A., Institutional Code and Bank Agent #12278, for deposit into account #10996-01-J, Friends Fiduciary Corporation, Quaker Growth & Income Fund Participant Income Account. Please instruct broker to include donor and charitable beneficiary names in the transfer details. If shares are not DTC-eligible, contact Friends Fiduciary for additional options.
- ◆ If a stock gift is received without donor or charitable beneficiary information, Friends Fiduciary will hold the security for 24 hours. If we are unable to determine the donor or charitable beneficiary during that time, the security will be rejected back to the donor, with a note instructing them to contact Friends Fiduciary.
- ◆ Friends Fiduciary will complete Section III of the Gift Form and will forward the completed form to the charitable beneficiary, who will provide the donor with acknowledgment of the gift.

## **Stock Gift Processing Fees**

Friends Fiduciary charges an administration fee of \$27.50 per security, per constituent investor beneficiary. For non-constituent investor beneficiaries, this fee is \$45. There is no fee for gifts with proceeds reinvested in a Friends Fiduciary account.

*Questions about securities transfers, please contact  
Tim McElroy, Senior Accountant, at the Friends Fiduciary office at 215-241-7272 or  
[TMcElroy@friendsfiduciary.org](mailto:TMcElroy@friendsfiduciary.org)*



ADDING VALUES TO STRONG PERFORMANCE.

### GIFT FORM

#### SECTION I

##### Donor Information

##### Gift Information

Donor Name \_\_\_\_\_

Name of Security \_\_\_\_\_

Anonymous? \_\_\_\_\_

Number of Shares \_\_\_\_\_

Address \_\_\_\_\_

Charitable Beneficiary \_\_\_\_\_

\_\_\_\_\_

Restriction/Designation \_\_\_\_\_

\_\_\_\_\_

Beneficiary Contact \_\_\_\_\_

Email \_\_\_\_\_

Beneficiary Email \_\_\_\_\_

Phone \_\_\_\_\_

Beneficiary Phone \_\_\_\_\_

#### SECTION II

To be Completed by Charitable Beneficiary

Disbursement of Net Proceeds: **Reinvest**

Account Name/Code \_\_\_\_\_

Disbursement of Net Proceeds: **Check**

**ACH**

Address \_\_\_\_\_

Bank Name \_\_\_\_\_

\_\_\_\_\_

Routing/ABA Number \_\_\_\_\_

\_\_\_\_\_

Account Number \_\_\_\_\_

#### SECTION III

To be Completed by Friends Fiduciary

Date Received (Gift Date) \_\_\_\_\_

Trade Date \_\_\_\_\_

Prices on Date Received High \_\_\_\_\_

Sale Price \_\_\_\_\_

Low \_\_\_\_\_

Fees/Commissions \_\_\_\_\_

Average \_\_\_\_\_

FFC Admin Fee \_\_\_\_\_

Gift Value \_\_\_\_\_

Net Proceeds \_\_\_\_\_

Contact Friends Fiduciary with any questions by phone at 215-241-7272;  
Email completed form to Tim McElroy, Senior Accountant, [tmcelroy@friendsfiduciary.org](mailto:tmcelroy@friendsfiduciary.org)