

Giving Securities or Mutual Fund Shares

Please notify the Community Foundation for the Greater Capital Region in advance of making a transfer. The Foundation will alert our Custodian to accept the securities and assist in properly acknowledging your gift.

Phone: (518) 446-9638

Email: tmariano@cfgcr.org

Fax: (518) 446-9708

Mail: 2 Tower Place, Albany, New York 12203

Securities held by your Bank or Broker:

Securities held by a broker may be delivered by wire through the Depository Trust Company (DTC) to our brokerage account. Instructions should be given as follows:

Key Bank NA Participant (DTC) #2205

FBO KeyBank National Association for Community Foundation for the Greater Capital Region, Inc.

Account #0077940.6 (please include the period in the account number)

Reason Code 40

If Federal Securities direct to:

KeyBank/1050

ABA#041001039

KeyBank National Association for Community Foundation for the Greater Capital Region, Inc.

Account #0077940.6 (please include the period in the account number)

Mutual Fund Shares:

The procedure for transferring shares is established by the mutual fund company. Please contact KeyBank's IAS Resource Center at (888)539-7747 to set up the transfer. Reference should be given as:

[Name of Mutual Fund]

CUSIP/Ticker of Fund

For the benefit of: The Community Foundation for the Greater Capital Region

Account #0077940.6 (please include the period in the account number)

Valuation and Date of Gift

The value of your gift is the mean between the high and low quotations on the date you make your gift. Your gift is considered made on the date the securities pass unconditionally from your control. In the case of securities your broker transfers, this is the day the stock is received in the Community Foundation account. In the case of securities you mail, this is the date of the postmark on the mailing.