

Securities Notification Addendum

Notify the Operations Department of the Foundation of all security transfers **prior** to transfer by faxing this Securities Notification Addendum to 502-805-0466, e-mailing the information to **receipts@fdn.pcusa.org**, or contacting Client Services at 800-858-6127. (Attach additional pages if required.) The original completed Securities Notification Addendum **must** be mailed with the gift documentation.

1. Security Description/Symbol Example: 100 shares IBM <u>100 ABC Growth 123456789 ABCGX</u> _____ _____	Securities Information <input type="checkbox"/> Common Stock <input type="checkbox"/> Preferred Stock <input type="checkbox"/> Bond <input type="checkbox"/> Mutual Fund	Owner(s) Name(s) _____ _____ <input type="checkbox"/> Solely owned <input type="checkbox"/> Community property <input type="checkbox"/> Joint tenant with right of survivorship <input type="checkbox"/> Revocable Trust (Complete Trust Revocation Notification) <input type="checkbox"/> Irrevocable Trust (Provide Trust Documentation)
Cost Basis per share _____ (Cost basis is assumed zero, if not provided) Are these securities thinly traded? Is there an existing tender offer for these securities? Is there a pending merger or buyout of these securities? Are these securities closely held or publicly traded?		Acquisition Date _____ (Acquisition is assumed long-term, if not provided) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Closely Held <input type="checkbox"/> Publicly Traded
Are you giving certificated securities in excess of the shares necessary to complete the gift? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following:	Number of shares attributable to Gift _____ Number of shares to be returned to Donor(s) _____	
Delivery Method <input type="checkbox"/> DTC <input type="checkbox"/> Physical Certificate <input type="checkbox"/> Mutual Fund (Wired to Foundation Agent) (Delivered to Jeffersonville, IN) (Transferred to FDN account with Mutual Fund Co)		
Expected Date Assets will arrive at Foundation/in Foundation account _____		
Delivering Firm _____	Mutual Fund Donor's Acct # _____	
Street Address _____	Contact Name _____	
City, State, Zip _____	Contact Phone (____) _____	

Securities Transfer Instructions

These instructions will aid you in transferring **publicly-traded securities** to the Foundation.

Notify the Foundation of all security transfers **prior** to transfer by contacting Client Services by phone at 800-858-6127, via e-mail at receipts@fdn.pcusa.org or by faxing the Securities Notification Addendum to 502-805-0466.

Security transfers will be handled in the following manner:

A. Securities transferred directly to Bank of New York, Mellon

All DTC eligible securities* held at a brokerage firm, at the company, or by a transfer agent are to be transferred to the Presbyterian Foundation, through DTC to Bank of New York using the following information:

DTC #901
Bank of New York Account #279256
Institution ID #77949
Tax ID#35-2022785

NOTE: Many dividend reinvestment shares and book entry shares will be DTC eligible and will be delivered to DcpnqhtPgy " [qntusing a transfer form provided by the company or transfer agent. If there is no form provided, a medallion signature guarantee letter of instruction from the securities owner must be provided to the company or transfer agent. If not DTC eligible, a new account for the Presbyterian Foundation will be opened with the company.*

*DTC (Depository Trust Company) eligible securities are securities that are transferred by wire from one institution/ brokerage firm to another electronically. The institution/brokerage firm will advise if the securities they hold are DTC eligible.

B. All physical certificates

- **Send by overnight delivery to:**

Presbyterian Foundation
200 East Twelfth Street
Jeffersonville, IN 47130
800-858-6127

- **Do not sign the back of the certificate.**
- Send a separate stock power for each certificate bearing a different variation of the owner's name and for each issuing company. The owner must sign the stock power exactly as the owner's name appears on the certificate and the signature must be medallion guaranteed. A stock power is supplied with these instructions.
- A medallion signature guarantee must be guaranteed by an eligible guarantor institution such as a commercial bank, trust company, securities broker/dealer, credit union or a savings association participating in a medallion program approved by the Securities Transfer Association, Inc.
- The guarantee is a warranty by the guarantor that the signature is genuine and that the person signing is competent and authorized to sign. The guarantor must witness the person signing the document.
- Bank of New York is appointed as "attorney to transfer" making the stock power non-negotiable for others. All other fields on the stock power are to be left blank.
- **Agreement must accompany the physical certificate and stock power. Send to the Foundation at the address above IN THE SAME OVERNIGHT ENVELOPE.**

Churches or organizations sending certificates for redemption must also send:

- A corporate resolution dated within six months of the transfer identifying the names of persons authorized to sign a stock power. A separate corporate resolution is needed for each issuing company.
- Written instructions from the church or organization to the Foundation regarding delivery or deposit of the proceeds.

C. Mutual Fund Shares

The Presbyterian Foundation must have an open account in the same mutual fund as yours to receive your shares.

- You will need the Foundation's account number to complete the transfer of your shares. Should the Foundation need to open an account for a mutual fund, it will do so and will contact you with instruction as soon as the account number is known.
- Please contact Regina Kimbrough to inquire whether a Foundation account for your mutual fund exists. Call Regina at 1-800-858-6127, extension 5919; be prepared to name your mutual fund and provide the ticker symbol or cusip number.
- Your mutual fund company may require its own transfer form. If it does, obtain and complete the company's transfer form. If not, prepare a transfer authorization letter to the company (a sample transfer authorization letter appears on the next page). You will be transferring one of the following: all full and partial shares, a specific number of shares, or the full and partial shares necessary to meet a specific dollar value.
- A medallion signature guarantee may be required. If it is, your signature must be guaranteed by an eligible guarantor institution such as a commercial bank, trust company, securities broker/dealer, credit union or a savings association participating in a medallion program approved by the Securities Transfer Association, Inc. The guarantee is a warranty by the guarantor that the signature is genuine and that the person signing is competent and authorized to sign. The guarantor must witness the person signing the document.
- **ALWAYS** notify the Foundation of any intended mutual fund transfer and provide the information required as shown in the example below. Send notification by email to receipts@fdn.pcusa.org, and then call Regina Kimbrough at 1-800-858-6127, extension 5919 to alert her to the email. You may alternately call Regina with the required information or deliver it to her by facsimile at 502-805-0466. Advance notification will speed acceptance of your shares and their identification in Foundation receipts.

Example of REQUIRED information for delivery of mutual fund shares:

Delivering Firm Name: Selected Funds
Contact: Shareholder Services
Delivering Firm Address: P.O. Box 8243, Boston, MA 02266-8243
Phone: 1-800-243-1575
Owner Registration: Regina D. Kimbrough
Owner Account: 555000106
Mutual Fund Name: Selected American Shares
Cusip and Symbol: 816221105, SLASX
Exact number of share to transfer, or gift amount: 150 **OR** 204.866 **OR** \$25,000
Expected delivery date: 02/29/2008

A. Broker to transfer assets to Bank of New York, Mellon for Presbyterian Foundation

Date

Stockbroker Name

Address

City, State, Zip

Dear *Stockbroker*:

I/we wish to make an irrevocable gift to the Presbyterian Foundation, 200 East Twelfth Street, Jeffersonville, Indiana 47130 of the following securities:

List number of shares and company name

This letter serves as authorization to transfer the above mentioned securities from my account # _____ to an account in the name of the Presbyterian Foundation as follows:

DTC #901

Bank of New York Account #279256

Institution ID #77949

Tax ID #35-2022785

Your prompt response in this matter is appreciated. If you have any questions, contact Presbyterian Foundation, Client Services at 800-858-6127. Thank you for your assistance.

Sincerely,

Owner's Signature (Note to Owner: Ask broker if signature must be medallion guaranteed.)

Owner's Address

Owner's Phone Number

A fill-in letter is located on the following page.

Date

Dear _____:

I/we wish to make an irrevocable gift to the Presbyterian Foundation,
200 East Twelfth Street, Jeffersonville, Indiana 47130 of the following securities:

- 1. _____
2. _____
3. _____
4. _____
5. _____

This letter serves as authorization to transfer the above-mentioned securities from my account
_____ to an account in the name of the Presbyterian Foundation as follows:

DTC #901
Bank of New York Account #279256
Institution ID #77949
Tax ID #35-2022785

Your prompt response in this matter is appreciated. If you have any questions, contact Presbyterian
Foundation, Client Services at 800-858-6127 Thank you for your assistance.

Sincerely,

B. Mutual Fund Shares transferred to Presbyterian Foundation

Date

Mutual Fund Company

Address

City, State, Zip

Attention: Shareholder Services

I want to make an irrevocable gift to the Presbyterian Church (USA) Foundation of the following shares:

Include number of shares, or specific dollar value, and fund name(s)/number(s), or identify specific shares by number and fund name, acquired on specific dates.

If transferring all shares, write “All full and partial shares of fund name/fund #”.

Please promptly transfer these shares from my account # _____ to the Presbyterian Foundation’s account # _____. Please do not sell the shares from my account.

If you have questions for the Presbyterian Foundation, please contact Client Services at 1-800-858-6127, extension 3041.

Sincerely,

Owner’s Signature

Owner’s Address

Owner’s Phone Number

The Owner’s signature must be medallion guaranteed.

The letter must be signed at a participating guarantor institution in front of a person authorized to guarantee the signature.

See next page for fill-in letter to Mutual Fund Company.

Date

Attention: Shareholder Services

I want to make an irrevocable gift to the Presbyterian Church (USA) Foundation of the following shares:

Please promptly transfer these shares from my account # _____ to the Presbyterian Foundation's account # _____. Please do not sell the shares from my account.

If you have questions for the Presbyterian Foundation, please contact Client Services at 1-800-858-6127, extension 3041.

Sincerely,

Stock or Bond Power - located on next page

Do not complete any of the blanks on the stock power other than the signature lines and date at the bottom of the page.

IRREVOCABLE STOCK OR BOND POWER

For Value Received, the undersigned does (do) hereby sell, assign and transfer to:

**If Stock,
complete
this
portion.**

_____ shares of the _____ stock of _____
represented by certificate(s) No(s). _____ inclusive, standing in
the name of the undersigned on the books of said Company.

**If Bonds,
complete
this
portion.**

_____ bonds of _____
in the principal amount of \$ _____ No(s). _____
inclusive, standing in the name of the undersigned on the books of said company.

The undersigned does (do) hereby irrevocably constitute and appoint **Bank of New York** 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.

Important: The signature(s) to this power must correspond with the name(s) as written upon the face of the certificate(s) or bond(s) in every particular without alteration.
The signature(s) must also be medallion guaranteed; the guarantor must witness the person(s) signing this power.

(Person(s) executing this power sign(s) here)

Date

Medallion Signature Guarantee - Medallion Stamp