# **Gift Instructions**



## Thank you for your gift to Triangle Community Foundation!

We welcome and accept gifts of public or private stocks, government securities, and wire transfers. They can be easily transferred from a donor's account to the Foundation's account via depository transfer check (DTC). After receiving a transfer, Triangle Community Foundation will mail an acknowledgment letter for tax purposes to the donor. Gifts may be viewed online on the donor portal the day after they are recorded by the Foundation. Triangle Community Foundation's Tax ID #is 56-1380796.

Please use the instructions below. If you have any questions, our experienced staff are available to assist you with making your gift. Contact our donor services line at 919.474.8363 and ask to speak with your fund liaison. Alternatively, you can speak directly with our Controller, Lindsay Harrell, at <a href="mailto:lindsay@trianglecf.org">lindsay@trianglecf.org</a> or 919.328.4010, or our Senior Accountant, Anne Wolf, at <a href="mailto:anne@trianglecf.org">anne@trianglecf.org</a> or 919.328.4026.

### **Gifts of Securities**

A stock contribution is valued based on IRS regulations. The value is determined by the mean of the high and low value of the security on the day it is credited to the Foundation's brokerage account or the day that the certificate is in the custody of the Foundation.

DTC transfers of securities are received anonymously. To track the gift's arrival and ensure that it is credited properly, please notify your fund liaison at the Foundation of the following prior to stock transfer:

- o Donor's name and contact info
- o Broker's name, firm, and contact info
- o Name of stock and number of shares transferred
- o Date or proposed date of transfer
- o Name of the Foundation's charitable fund to receive the transfer

After receiving the gift by stock transfer, the Foundation will initiate a sale of the stock and a check for the proceeds will be deposited in our bank account and recorded within 7-10 business days.

## Stock Transfers

Schwab Account I DTC #0164 I For credit to: 6112-2829 I Triangle Community Foundation

If the stock is held in certificate form, is subject to restrictions, or requires special attention, please contact our finance staff listed above for help.

## Checks

Make checks payable to Triangle Community Foundation and note the name of the fund you are donating to in the memo line. Mail your check to:

Triangle Community Foundation PO Box 12729 Durham, NC 27709

# **Cash Wire Transfers**

When wiring cash, please contact your fund liaison at the Foundation in advance to ensure the gift is properly identified. We need the following information prior to wire transfer:

- o Donor's name and contact info
- o Amount of transfer
- o Approximate date of transfer
- o Name of the Foundation's charitable fund to receive the transfer

#### Wire Transfers

Wells Fargo Bank, N.A., 420 Montgomery Street, San Francisco, CA 94104 I ABA Routing# 121000248 I For credit to: Triangle Community Foundation I A/C # 2000042235970 I For International Transfer only: International SWIFT BIC WFBIUS6S