

How to Give Stock or Mutual funds to The Navigators

How to Give Stock to The Navigators

Giving gifts of stock is relatively easy. There are two major things that you, as a donor, need to do.

- **Contact your broker to initiate the transfer of your gift.**
- **Contact the Non-Cash Gift Coordinator at The Navigators to inform them of your gift.**

Contacting your Broker

There is certain information that your broker will need in order to make an electronic transfer of stock from your account to The Navigator account. By filling out the attached form: "**Letter of Instruction for Stock Transfer**", you will have the information that you need to forward to your broker. Complete this form and forward the information to your broker. You do not need to send this information to The Navigators. If your stock is held at Computershare, please use the separate "**Computershare Form**" and instructions.

Contacting the Non-Cash Gift Coordinator at The Navigators

It is **VERY** important to contact the Non-Cash Gift Coordinator at The Navigators when you instruct your broker to transfer stock to The Navigator account. Information that you provide to your broker is **NOT** passed on to The Navigators. Therefore, if you don't contact us, we have no way of knowing who gave the gift, or how you would like to see the gift used. Although we make every effort to identify the source of stock gifts, there are some that we are unable to identify each year. If we are unable to identify the source of the gift, we are unable to supply an acknowledgement of the receipt of the gift for tax purposes.

Please use the attached form: "**Notice of Transfer of Stock**" to supply the required information. Information on how to return the form to The Navigators is provided at the bottom of the form. You do not need to send this information to your broker.

What happens next

Once the stock is transferred into The Navigator account, we make every effort to sell the stock quickly. This enables us to turn your gift into cash that can then be distributed into Navigator ministry accounts. It is not our intent or desire to hold onto stocks in order to try to "play the market" or increase gains. We take the stewardship of your gifts very seriously, and strive to make timely and thoughtful decisions regarding these gifts.

Our broker sells the stock on behalf of The Navigators. Our broker then issues a check made out to The Navigators for the net proceeds of your gift. When that check is received at The Navigators, we process it as quickly as possible, distribute the proceeds within The Navigator organization - taking into account your wishes, and prepare your acknowledgement letter.

If you have not received your acknowledgement letter within three weeks of the time that the transfer was made, please contact the Non-Cash Gift Coordinator.

Donating Shares of Stock by Stock Certificate

If you are donating shares of stock in the form of a Stock Certificate in your possession, please contact the Non-Cash Gift Coordinator before signing the certificate. Stock Certificates can vary and it is best to discuss what is required before taking any action.

How to Give Mutual Funds to The Navigators

If you are giving a gift of shares of a Mutual Fund, please contact The Navigators Non-Cash Gift Coordinator to discuss how to proceed with the transfer. Unlike stocks, each mutual fund company may have its own unique procedures. We may need to contact your broker or mutual fund company to determine the most efficient way to complete the transfer. For this reason, donations of mutual fund shares may be delayed for some time while The Navigators set up or re-open accounts with the various mutual fund companies.

There are several ways to contact the Non-Cash Gift Coordinator.

By mail:

The Navigators
Attn: Non-Cash Gift Coordinator
PO Box 6000
Colorado Springs CO 80934-6000

By phone: 800-530-8282 ext. 3557

By email: stockgifts@navigators.org



Letter of Instruction for Stock Transfer

(To be sent to your stock broker)
(Computershare accounts use a different form)

Please transfer _____ shares of _____ securities to The Navigators account at Charles Schwab. I am aware that I am relinquishing the stated number of shares of the stated securities to The Navigators.

My account number is: _____

The Navigators account number with **Charles Schwab** is

DTC number 0164, code 40
Account number 8011-7667

Thank you,

_____ Date: _____

_____ please print name

Additional Information:

Advisor: **Innovest Portfolio Solutions**
Contact: Nancy Swanson
Phone: 303-694-1900 Ext. 319

The Navigators
Contact name: Stephanie Wright
title: Non-Cash Gift Coordinator
phone: 800-530-8282 ext 3557
email: stockgifts@navigators.org



Notice of Transfer of Stock
(To be sent to The Navigators)

I recently instructed that shares of securities be transferred into The Navigators account.

The name of the security was: _____

The number of shares transferred was: _____

The approximate date of the transfer was: _____

My name is: _____ (please print)

Please send my acknowledgment to the following address:

Street _____

City _____ State _____ Zip _____

I would like for my gift to benefit the following ministries or projects:

Name _____ or project number _____

Name _____ or project number _____

Name _____ or project number _____

Attach additional pages as necessary

Send information to:

The Navigators
Attn: Non-Cash Gift Coordinator
PO Box 6000
Colorado Springs CO 80934-6000

Or e-mail: stockgifts@navigators.org

Or phone: 800-530-8282 ext. 3557



Letter of Instruction for Mutual Fund Transfer

(To be sent to your stock broker)
(Computershare accounts use a different form)

Please transfer _____ shares of _____ mutual fund to
The Navigators account at Charles Schwab. I am aware that I am relinquishing
the stated number of shares of the stated mutual fund to The Navigators.

My account number is: _____

The Navigators account number with **Charles Schwab** is

DTC number 0164, code 40
Account number 8011-7667

Thank you,

_____ Date: _____

_____ please print name

Additional Information:

Advisor: **Innovest Portfolio Solutions**
Contact: Nancy Swanson
Phone: 303-694-1900 Ext. 319

The Navigators
Contact name: Stephanie Wright
title: Non-Cash Gift Coordinator
phone: 800-530-8282 ext 3557
email: stockgifts@navigators.org

Computershare Form Instructions

Form Purpose: When securities are held at the transfer agency Computershare, records of your share ownership are maintained within Computershare's systems. Computershare also maintains a separate transfer system for each company it represents. Since each publicly traded company has its own rules and regulations regarding how these shares are bought, sold, or traded, the rules for dealing with Computershare held securities will reflect the same rules and regulations of the specific company represented. For instance, when referring to shares of IBM that are held by Computershare, it is as if one were dealing with IBM directly. Any transactions would hence need to follow the IBM accepted guidelines regarding common stock.

We have created a form letter that can be used with any Computershare held security. However, certain information will be needed from Computershare before your security can be transferred properly. Please contact your specific Computershare office to determine the following information:

- **What is the mailing address for your specific Computershare Office?** (Every security will have its own Computershare office.)
- **Does your Computershare Office require a Medallion Signature Guarantee on transaction forms?** (Your bank can provide a medallion signature guarantee *at the time you sign the form letter*. Please do not take a pre-signed form to your bank.)

The following instructions walk you through our form line by line:

Section 1 – Enter the specific address for your security's Computershare office. You may want to double-check a recent statement to make sure you are using the correct address.

Section 2 – Enter the details of the requested transfer:

2(a) – Enter the name of the security's legal owner.

2(b) – Enter your Computershare account number. It will be specific to the security to be transferred.

2(c) – Enter the full name of the security to be transferred.

2(d) – Enter the ticker symbol of the security to be transferred.

2(e) – Enter the number of shares you wish to transfer. (To maintain your tax benefit, your donation should be in shares rather than dollars.)

Section 3 – The legal owner of the security should Sign and Date the document in the presence of an appropriate signature guarantee person (*requirement subjective to each company*).

Section 4 – Enter the owner's address on record for the Computershare account.

Medallion Signature Guarantees – Many securities will require this document to be verified with proof of the document signer's identity. Any bank that has a signature card for the signer can provide this proof through a Medallion Signature Guarantee. Your bank may require proof of stock ownership (such as a recent statement). In many cases, notarization of the document by a public notary will not meet this signature guarantee requirement. Contact your Computershare office to determine the need for a Medallion Signature Guarantee on this letter.

When the form has been completely filled out, please mail it directly to your Computershare office and send your completed designation form to The Navigators so we can properly process and acknowledge your gift.

***The Navigators cannot guarantee that your publicly traded company will accept this form as legal authority to make the requested transaction. Please contact our Non-Cash Gift Coordinator if you are experiencing difficulty with your donation or if you have additional questions you would like answered.*

Date: _____

Computershare Trust Company, N.A.

Address: _____

City, State, Zip _____

RE: Transfer Request

To Whom It May Concern:

My name is _____ and I own Computershare account number _____ with holdings in _____ company with ticker symbol _____. I would like to request a transfer of _____ shares of this security from my Computershare account to The Navigators' account at Charles Schwab according to the routing details below. I am aware that I am relinquishing the stated number of shares of the stated security to The Navigators, a 501(c)(3) charity.

If it is required, please refer to the Medallion Signature Guarantee on this letter as proof of my identity and authority to request this transfer. Should you need additional information, please contact me using my contact information below.

Routing Details

Broker: **Charles Schwab**

DTC#: 0164, code 40

Account #: 8011-7667

Sincerely,

Sign _____

Print _____

Date _____

Medallion Signature Guarantee if required:

Account Holder Address _____

City, State, Zip _____

Phone _____

Email _____