

## INSTRUCTIONS FOR GIVING STOCK CERTIFICATES AND USING TRANSFER AGENT STOCK ASSIGNMENT FORMS

Use this form to (1) contribute paper certificates or (2) send us gifting applications from transfer agents such as Computer Share, BNY Mellon, or other Shareowner Services programs. If contributing gifts of securities electronically through the main brokerage houses please see the Stock and Mutual Fund Transfer Form.

All contributions to your fund are irrevocable and are in most cases eligible for a tax deduction.\* If we may serve you in any way, please contact us using one of the options provided at the bottom of this page.

*\*Individual circumstances vary. Please consult your tax advisor regarding your specific situations. Gifts from other tax exempt organizations are not deductible.*

### INSTRUCTIONS FOR GIVING PHYSICAL STOCK CERTIFICATES

Please follow the instructions below to ensure a smooth transfer of your shares. Stock certificates should not be endorsed.

1. Complete page 2 of this form to identify the Fund that will receive the contribution.
2. Complete the Certificate Release Request found on page 3 of this form.
3. Complete the Stock Power Form found on page 4.
4. Send page 2, the certificate(s), Certificate Release Request, and original Stock Power to NCF. We suggest using a traceable overnight service or USPS return receipt requested.

You may also wish to have the certificate registered to NCF prior to gifting. If this is your desire, please have the transfer agent register it in the name of "National Christian Charitable Foundation, Inc." Restricted stocks may require additional documentation. Please contact us for more information.

### INSTRUCTIONS FOR TRANSFER AGENTS STOCK ASSIGNMENT FORMS

Transfer Agents such as BNY Mellon, Computer Share, and Wells Fargo Shareowner Services provide asset servicing for many publicly traded companies. They are often used when employees or other owners of direct shares need to manage their securities. Instructions may vary for each of the publicly traded companies the transfer agent serves. Please follow the instructions below to ensure a smooth transfer of your shares.

1. Obtain a "Stock Assignment" or other gifting form from your Transfer Agent.
2. Fill out the portion that is relevant for your gift. If required by the Transfer Agent, be certain to have your signature Medallion Signature Guaranteed by a bank or other financial institution that participates in the Medallion Signature Guarantee Program. Please note that a notary is not a Medallion Signature Guarantee.
3. Complete page 2 of this form and send it to us with your completed "Stock Assignment" form.
4. We will then complete additional paperwork and forward it to the transfer agent for processing.

This process usually takes 3-4 weeks. Gifting Applications sent directly to the transfer agent may take eight weeks or more to retrieve, process, liquidate, and assign the proceeds to your Fund.

# STOCK CERTIFICATE / TRANSFER AGENT GIFTING FORM

Please include this page with your stock certificate or gifting application, and any other required forms.

## CONTRIBUTOR INFORMATION

Please contribute my gift to this Giving Fund:

\_\_\_\_\_  
Giving Fund Number

\_\_\_\_\_  
Giving Fund Name

This gift is being contributed by the following individuals / entities:

\_\_\_\_\_  
Contributor Name(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number and Email Address

## TYPE OF CONTRIBUTION

Please select the type of contribution(s) you would like to make and complete the related sections.

- Physical Stock Certificates – Complete page 2, Certificate Release Request page 3, and Stock Power Form page 4.  
 Security Gifts sent through Transfer Agents – Complete page 2 and the related forms from the Transfer Agent

## DELIVERY INSTRUCTIONS

When your form is complete, please review it and the related documents. Please be sure all relevant signatures are included. Mail your form and the related certificates or forms from your transfer agent via traceable mail to the address below:

National Christian Foundation  
ATTN: Donor Services  
11625 Rainwater Drive, Suite 500  
Alpharetta, GA 30009

This is my written authorization to irrevocably transfer ownership of the assets specified in this form to National Christian Charitable Foundation, Inc. I understand that any contribution, once accepted by the Fund, represents an irrevocable contribution to National Christian Charitable Foundation, Inc. and is not refundable to me for any reason.

\_\_\_\_\_  
Giver 1: Full Name (Please Print)

\_\_\_\_\_  
Giver 2: Full Name (Please Print)

\_\_\_\_\_  
Giver 1: Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Giver 2: Signature

\_\_\_\_\_  
Date

# CERTIFICATE RELEASE REQUEST

- This form authorizes Fidelity to deposit certificates into a Fidelity brokerage account when the name and registration on the certificate do not match the name and registration on the Fidelity account.
- Complete the Authorization to Deposit Certificate(s). List the name of the stock and the number of shares that the certificate represents.
- Place your signature in the Signature(s) of Named Certificate Holder(s). Print and sign your name exactly as your name appears on the front of the certificate.
- Please have your signature Medallion Signature Guaranteed by a bank or other financial institution that participates in the Medallion Signature Guarantee Program. Please note that a notary is not a Medallion Signature Guarantee.

## NCF FIDELITY ACCOUNT

Name of Fidelity account owner who will receive the securities: National Christian Charitable Foundation, Inc.

Brokerage Account Number: 479-048720

Address: 11625 Rainwater Drive, Suite 500, Alpharetta, GA 30009

## AUTHORIZATION TO DEPOSIT CERTIFICATE(S)

The undersigned hands Fidelity Brokerage Services, Inc. herewith \_\_\_\_\_ shares of \_\_\_\_\_ represented by Certificate(s) No(s) \_\_\_\_\_. duly assigned in blank, and requests that you place said securities into the account of the owner named above, whom you may, for all purposes whatsoever, treat as the sole owner of said securities and any of the proceeds thereof.

## SIGNATURE(S) OF NAMED CERTIFICATE HOLDER(S)

**Important:** The signature(s) must correspond in every particular, without alteration, with the name(s) as printed on your certificate(s).

\_\_\_\_\_  
Signature of Current Owner                      Date

\_\_\_\_\_  
Signature of Joint Owner                      Date

\_\_\_\_\_  
City    State

\_\_\_\_\_  
City    State

## SIGNATURE(S) GUARANTEE(S)

**Important:** The signature of the named certificate holders must be guaranteed. A signature guarantee is designed to protect you and Fidelity from fraud. You should be able to obtain a signature guarantee from a bank, broker/dealer (including Fidelity Investor Centers), credit union (if authorized under state law), securities exchange or association, clearing agency, or savings association. A notary public cannot provide a signature guarantee. We cannot accept a notarization instead of a signature guarantee.

\_\_\_\_\_  
Signature Guarantee (for Owner)

\_\_\_\_\_  
Signature Guarantee (for Joint Owner)

# FIDELITY IRREVOCABLE STOCK OR BOND POWER FORM

To allow Fidelity Brokerage Services, LLC to facilitate the processing of your certificate(s) in the absence of your endorsement on the certificate(s), please complete and sign this stock/bond power, which we will attach to the certificate(s). Return the completed form to your investment advisor.

National Christian Charitable Foundation, Inc. 479-048720 G  
Advisor Name Account # G Number

## Registration (For office use only)

Primary Account Holder Name Social Security Number or Taxpayer ID Number Date of Birth

Entity/Business/Trust Name

Joint Account Holder/Trustee Name (If Any) Social Security Number or Taxpayer ID Number Date of Birth

## Irrevocable Stock or Bond Power for Value Received (To be completed by donor)

The undersigned does (do) hereby sell, assign and transfer to National Christian Charitable Foundation, Inc.

If stock, insert above (Number of Shares)

If bonds, insert above (Number of Bonds)

Share of the (Common/Preferred)

Bonds of the (Description of the Company or Municipality)

Stock of

\$  
In the Principal Amount (face value)

Represented by Certificate(s) Number(s)

Represented by Certificate(s) Number(s)

Certificate # Certificate #

Certificate # Certificate #

Inclusive, standing in the name of the undersigned on the Books of said Company. The undersigned does (so) hereby irrevocably constitute and appoint National Financial Services LLC, 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.

## Signature

Note: if the stock is registered in more than one name, please have all parties sign below exactly as their name(s) appear on the certificate(s).

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Medallion  
Signature Guarantee

Medallion  
Signature Guarantee