



Lord Fairfax Community College
Educational Foundation, Inc.
173 Skirmisher Lane
Middletown, VA 22645
www.lfccfoundation.org

Instructions for Contributing Stock

By Director Transfer

- Please complete and sign the form entitled *Gifts of Stock Contribution Form*. **This form must be received by the LFCC Educational Foundation before any action can be taken with your stock contribution.**
- Please notify your broker/transfer agent of your intended gift by transfer and inform him or her that the LFCC Educational Foundation's investment manager will contact him or her when the system is prepared for the stock transfer.
- Your broker/transfer agent may request contact information for the LFCC Educational Foundation investment manager. The information follows:

Branch Banking and Trust Company
Philanthropic Services Administrative Group
434 Fayetteville Street Mall, 14th Floor
Raleigh, NC 27601
Telephone Number: (919) 716-6246
Fax Number: (919) 716-9086

- Branch Banking and Trust Company is a direct Depository Trust Company (DTC) participant. Its DTC number is 5385.
- Please note that the date of the gift is the date that the shares are transferred to the LFCC Educational Foundation investment manager.
- Lord Fairfax Community College Educational Foundation Inc.'s federal identification number is 51-0247624.
- You will receive written confirmation of the value and date of your gift for your records.

By Mail

- Please complete and sign the form entitled *Gifts of Stock Contribution Form*. **This form must be received by the LFCC Educational Foundation before any action can be taken with your stock contribution.**
- Re-registering a physical certificate may take up to four weeks to accomplish.

- A physical certificate can be registered in the following name:
Branch Banking & Trust Company
Agent for Lord Fairfax Community College Educational Foundation Inc.
 - For safety and security purposes, please send the certificates by registered mail to:

David Urso
Director of Development, Lord Fairfax Community College
and Executive Director, LFCC Educational Foundation Inc.
173 Skirmisher Lane
Middletown, VA 22645
- A physical certificate that is registered in the donor's name should be mailed as follows:
 - For safety and security purposes, please send the unendorsed certificates by registered mail to:

David Urso
Director of Development, Lord Fairfax Community College
and Executive Director, LFCC Educational Foundation Inc.
173 Skirmisher Lane
Middletown, VA 22645
 - In a separate envelope, please mail a signed stock power form to Lord Fairfax Community College Educational Foundation, Inc. for each certificate.
 - Please sign your name on the stock power form exactly as it appears on the certificate. Please have your signature guaranteed by an appropriate authority (i.e. your financial institution).
- Please note that the date of the gift is the postmark date on the registered mail envelope.
- Lord Fairfax Community College Educational Foundation Inc.'s federal identification number is 51-0247624.
- You will receive written confirmation of the original amount of the stock contribution on the day the gift was approved and the actual amount of the stock contribution on the day the gift was received by the Foundation.

Thank you for your gift!