



## HOW TO DONATE GIFTS OF STOCK AND MUTUAL FUNDS TO NEMOURS

Please note: if you are donating mutual fund shares, see page 4

### To Donate Stock:

1. Contact the Nemours Children's Health Alliance at 302-651-4828 or toll free at 888-494- 5251 and provide the following information:
  - a. Your name
  - b. The area of the organization that you want your gift to benefit, if desired.
  - c. Name and phone number of your broker
  - d. Name of stock being transferred and the number of shares
2. Next, instruct your broker to transfer stock to:

**The Northern Trust Company** via **DTC #2669** to **Account #26-25255**, for credit to Nemours.

Northern Trust Primary Contact	Northern Trust Secondary Contact:
Dan O'Neill Client Service Manager The Northern Trust Company 333 S. Wabash, W-42 Chicago, Illinois 60603 312-557-0104 ph 312-557-2710 fax Do65@ntrs.com	Bob Johnson Senior Vice President   Not-For-Profit Client Executive The Northern Trust Company 333 S. Wabash, WB-42 Chicago, Illinois 60604 312-630-8091 (phone) 312-557-2673 (fax) <a href="mailto:RTJ@ntrs.com">RTJ@ntrs.com</a>

**Please see page three for instructions on how to donate stock certificates by mail.**

The Nemours Fund for Children's Health appreciates your generosity in support of children's health. Thank you for your contribution of stock.

*\*\*See sample broker letter on page 2.*

Date: \_\_\_\_\_

Dear Broker:

I would like to make a gift of stock to The Nemours Foundation. Please transfer share(s) of \_\_\_\_\_ stock, totaling \$ \_\_\_\_\_ to:

**The Northern Trust Company** via **DTC #2669** to **Account #26-25255**, for credit to Nemours.

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Sincerely,

*Your name here*

cc: Cathy Allen  
Nemours Children's Health Alliance  
Shands House  
1600 Rockland Road  
Wilmington, DE 19803  
302-651-4389  
[cmjohnso@nemours.org](mailto:cmjohnso@nemours.org)

**To send stock by mail:**

Send the stock certificate(s) and the signed power form(s)\* in separate envelopes. We recommend that the stock certificate(s) be sent by registered or certified mail, return receipt requested.

The Northern Trust Company  
Attn: Trade Securities Processing  
333 South Wabash Ave, 32nd Floor  
Chicago, Illinois 60604

- Please enclose a cover letter providing your name, address and telephone number, desire to make a charitable gift, and include any designated purpose for which the gift is being made. **We will need a separate stock power form\* for each certificate of stock.**
- Please be sure to sign the stock power form(s)\* exactly as the name reads on the stock certificate. Do not fill in Nemours' name on the stock power.

\*Stock power forms are available from your banker or broker.

### **To Donate Mutual Fund Shares:**

*These procedures typically take from **two to four weeks to complete**. We urge donors to allow ample time to complete a charitable gift of mutual fund shares. This is particularly important for gifts made at year end. We recommend beginning the transfer in November to ensure completion prior to December 31.*

1. The donor should contact their account representative at the mutual fund company to ask about the process of making a gift of mutual fund shares. Specifically, the donor will want to know whether the mutual fund company has a required form or instructions to initiate the transfer, and whether those instructions will require a medallion signature guarantee.
2. The donor should notify the Nemours Fund for Children's Health (contact info at the bottom of the page) of their interest in making a gift of mutual fund shares. Please provide the following information:
  - Donor Name
  - Donor Phone #
  - Mutual Fund Name
  - Mutual Fund Ticker
  - Mutual Fund CUSIP
  - Number of Shares
  - Donor's custodian/broker/bank Name
  - Account # at custodian/broker/bank
  - Contact # at custodian/broker/bank

By their nature, mutual funds generally are transferred through a change of ownership on the issuer's books. Unlike regular stock gifts, they cannot be transferred through the DTC system. **Northern Trust will open a temporary account with the mutual fund company in Nemours' name in order to accept the gift and complete the re-registration process.**

3. With the information provided in step 2, Nemours will send a Mutual Fund Donation Direction Letter to Northern Trust who will complete the shell account setups and provide the delivery instructions to us to pass along to the donor. In the event the donor's bank reaches out to Northern Trust directly, they will send the delivery instructions to them after they complete the initial setups.
4. Once we confirm with the donor that a new account is being established for the purpose of accepting the gift, then and only then should the donor instruct the mutual fund company to transfer the shares to our account.

#### **Nemours Children's Health Alliance Primary Contact**

Cathy Allen  
Assistant Director, Advancement Svcs.  
302-588-6597 mobile ph  
302 -651-4487 fax  
[catherine.allen@nemours.org](mailto:catherine.allen@nemours.org)

#### **Nemours Children's Health Alliance Secondary Contact:**

Amber Combs  
Associate Director, Advancement Svcs.  
302-298-7559 ph  
302 -651-4487 fax  
[amber.combs@nemours.org](mailto:amber.combs@nemours.org)