



**STOCK LETTER OF AUTHORIZATION**  
*Electronic Transfer Form for Appreciated Assets*

I want to support the Roper St. Francis mission of *healing all people with compassion, faith and excellence* with a gift to the Roper St. Francis Foundation.

**Donor Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name(s) for publication \_\_\_\_\_

- I wish to contribute anonymously. Please do not list my name in publications.
- Please send me information about including Roper St. Francis in my estate plans.

**Banking/Brokerage Information**

Donor Bank/Brokerage Firm Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Type of Asset \_\_\_\_\_ Name of Asset \_\_\_\_\_

Number of Shares Transferred \_\_\_\_\_ Approx. Value \$ \_\_\_\_\_

Beneficiary Roper St. Francis Foundation

Beneficiary Contact Stacy L. Waters, Foundation President & VP of Roper St. Francis Healthcare.

Beneficiary Brokerage Firm Merrill Lynch, 75 Port City Landing, Suite 500, Mount Pleasant, SC 29464

Brokerage Contact Kirk Weichsel Email [kirk\\_weichsel@ml.com](mailto:kirk_weichsel@ml.com) Phone 843-800-6855

Assistant Leslie Puckhaber Phone: 843-800-6850

Roper St. Francis Foundation Account # 780-04284 DTC# 8862 (new DTC # as of 8.7.17)

**Gift Designation**

\_\_\_\_\_

\_\_\_\_\_  
Donor(s) Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT INFORMATION:** Please mail one copy to your investment advisor, return one copy to the Roper St. Francis Foundation, and retain one copy for your records. The Roper St. Francis Foundation is a 501(c)(3) (ID #57-1068509).



## INSTRUCTIONS FOR TRANSFERRING STOCK

Instructions for transferring stock to the Roper St. Francis Foundation vary depending on whether physical delivery of stock is being made (actual certificates and stock powers) or the stock is being sent electronically through DTC (shares are currently held at a bank, brokerage house, etc.) The following are instructions for both:

### **DTC (Depository Trust Company) Transfer (Electronic Transfer)**

#### ***Step One***

Direct your broker or custodian bank to make the transfer to the Roper St. Francis Foundation. Your broker or custodian bank is likely to ask you for a letter of instruction before the transfer can be made and the stock transfer form, which can be found on our website. Once completed, should be all that is needed. It contains vital information such as our Brokerage Firm (Merrill Lynch) and account information.

#### ***Step Two***

Notify the Roper St. Francis Foundation of your gift. Send a copy of your completed form/letter of instructions via:

**Email:** [foundation@rsfh.com](mailto:foundation@rsfh.com) and [Emily.Steele@rsfh.com](mailto:Emily.Steele@rsfh.com)

Or

**Mail:** Roper St. Francis Foundation  
Attn: Emily Steele  
100 Calhoun Street, Suite 210  
Charleston, South Carolina 29401

Office: (843) 720-1205  
Direct: (843) 789-1623  
Fax: (843) 724-2820

*PLEASE NOTE: Your gift will be dated according to the day the shares enter the Roper St. Francis Foundation's clearing account at Merrill Lynch. The value of your gift will be based on that date. At busy times of the year, the DTC system can back up. Year-end gifts: Be sure to allow extra time for the transfer from your broker's account to the Foundation's Merrill Lynch account, and emphasize to your broker the importance of completing the transfer by December 31. When the 31st falls on a weekend, the transfer should be completed by the preceding Friday.*



## **Physical Delivery of Stocks**

### ***Step One***

Complete the stock transfer form located on the RSFF's website. You will need to fill out a separate stock power for each stock issue you wish to donate.

### ***Step Two***

Write a brief cover letter to accompany the form, indicating the number and type of shares, the company(s), and the purpose of your stock gift. This will expedite our acknowledgment process.

### ***Step Three***

Mail the certificate(s) without any endorsement or assignment along with your letter (Step Two) via first class mail to:

Roper St. Francis Foundation  
Attn: Emily Steele  
100 Calhoun Street, Suite 210  
Charleston, South Carolina 29401

Office: (843) 720-1205  
Direct: (843) 789-1623  
Fax: (843) 724-2820

### ***Step Four***

In a separate envelope, mail the stock form you filled out in Step One to the same address.

*PLEASE NOTE: The IRS has determined that gifts and/or stock certificates sent via courier services other than the United States Postal Service (including Federal Express, DHL, UPS, etc.) can only be counted in the year they were sent if the Foundation receives and signs for them no later than December 31. Normal USPS mail, including Express and Priority Mail packages, are the only packages for which the postmark can be used to determine the gift date. Year-end gifts must be postmarked by December 31 to be deductible for the current tax year. When the 31st falls on a weekend, we recommend mailing your gift by the preceding Friday to ensure it will be postmarked in time.*