



## Electronic Transfer Instructions for Stock Gifts to The Community House

Thank you for your desire to support The Community House with a gift of stock from your portfolio. To best track, record and acknowledge your stock gift, we ask that you please follow these steps.

### Prior to Transfer:

Please contact Dan Herrmann, Director of Philanthropy, with your intent to transfer stock as a gift to The Community House.

## **Please include:**

- Donor's name
- Any designated purpose for your gift
- Stock name
- Number of shares
- Estimated date of the transfer
- Broker contact name and phone number

Shares received in our account generally do not carry identifying information from the donor. By communicating this information to us in advance, we can be aware of your pending gift and properly give you credit and the acknowledgment that you will need for your taxes.

**Depository Trust Company (DTC) Clearing Number:** DTC Number: 0141  
**FCT: The Community House, AC# 7220-9468**

### **Gift Valuations (Publicly Traded Stock):**

Arithmetic mean of highest and lowest prices on the date of the gift.

**Note:** The general policy has been to sell gifts as soon as all information is received.

## **The Community House Contact:**

Dan Herrmann, Director of Philanthropy

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Hinsdale, IL 60521

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