

## COMMUNITY FOUNDATION FOR SOUTHEAST MICHIGAN

### Procedures for Making a Gift of Cash or Marketable Securities

#### *Cash*

If you wish to make a cash gift to the Community Foundation for Southeast Michigan, you may do so by check, certified check or federal funds wire transfer. *Credit card and electronic funds transfers are currently not accepted.*

If you have any questions regarding these procedures, please contact us at (313) 961-6675.

#### *A. Gifts by check*

The check should be made payable to “Community Foundation for Southeast Michigan.” Please deliver the check personally or by mail to:

333 West Fort Street  
Suite 2010  
Detroit, MI 48226-3134

If the check is to be credited to a *particular fund* at the Community Foundation, please write the name of the fund on the memo line of the check or, as an alternative, attach the check to a letter indicating to which fund it should be deposited. Checks for *memorial gifts* should indicate the name of the person being remembered on the memo line of the check and, if known, the name of the particular fund in which the memorial gift should be deposited.

#### *B. Cash gifts by wire transfer*

Large sums may be federal funds wire transferred to one of the Community Foundation’s investment accounts. *Please inform us in advance of a planned transfer so that we can ensure it is credited to the correct fund and donor.* Please inform your financial institution to transfer the funds to:

Mellon Bank Pittsburg ABA Routing #043000261  
For Credit to Merrill Lynch Account #1011730  
For Further Credit to Account of Community Foundation for Southeast Michigan A/C #644-04F96  
Attention: Toria Cooper (248) 348-3683

At most locations, federal funds wire transfer requests must have completed the approval process by 2:00 p.m. EST to ensure same-day processing. Please check the requirements at your financial institution.

#### *C. Notes about year end cash gifts*

Please note that to qualify as a tax deduction in a given year, your check must be post-marked or received by December 31<sup>st</sup>. Please consult with your financial institution regarding the delivery time of federal fund wire transfers.

#### *Marketable Securities*

If you wish to make a gift of securities to a fund in the Community Foundation for Southeast Michigan, there are several possible ways of doing so, depending upon whether the securities are registered in your own name or if the securities are held in a bank custodian account or in a brokerage account.

If you wish to make a gift of restricted (Rule 144) securities, we will need additional information and would be happy to supply you with instructions on what is required.

*A. Securities held in a brokerage account*

Securities held by a broker may be delivered by wire through the Depository Trust Company (DTC) to our brokerage account at Merrill Lynch. Instructions should be given as follows:

Broker # 5198 (Merrill Lynch)  
A/C of Community Foundation for Southeast Michigan  
A/C # 644-04F96  
Attn: Toria Cooper (248) 348-3683

If you choose this method, please let us know in advance so our broker can be alerted to accept the securities and so we are able to acknowledge your gift properly. A copy of your instructions to your advisor is a helpful way to provide this notice.

*B. Securities held in a bank custodian account*

Some banks have a “gift account” procedure, whereby securities may be removed from your custodian account and placed in a “gift account” until instructions have been received from us. If you wish to make a gift of securities from your bank account, please notify the bank and let us know the name of the bank and the name and telephone number of the person we should contact regarding the gift.

*C. Securities registered in certificate form*

The securities may be delivered to the office of the Community Foundation. We will need a signed stock power along with a disclaimer. (Please contact us at (313) 961-6675 for a copy of these forms or visit our Web site [www.cfsem.org](http://www.cfsem.org) to download these documents.) Stock powers are also available at your local bank or brokerage firm. If sent by mail, the stock power should be mailed separately from the securities, which are freely negotiable when, combined physically with the stock power. The address for the Community Foundation is as follows:

333 West Fort Street  
Suite 2010  
Detroit, Michigan 48226-3134  
(313) 961-6675  
Fax (313) 961-2886

*D. Notes about security gifts*

Please remember to inform the Community Foundation whenever you make a gift of securities so that we can timely and accurately credit you with the gift. Please also call us if you wish to make a gift of mutual funds as the procedures for transferring them vary with each mutual fund company. We would also be happy to assist you with gifts of other assets such as real estate and closely held business interests.

*E. Year end gifts of securities*

Please remember that your gifted securities must be *received* by the Community Foundation by December 31<sup>st</sup> in order to qualify as a gift in a particular year. Depending on the transfer method used, there may be a several-day delay in our receipt of the gift. Therefore, please be cautious regarding the timing of your year-end gifts to be sure you get the tax deduction in the year you desire. Please call us if you have any questions about the timing of your gift.