



5350 Pleasant Avenue  
Fairfield, OH 45014  
(513) 829-6355

## STEPS TO PROCESSING A STOCK TRANSACTION TO THE FAIRFIELD COMMUNITY FOUNDATION

The Fairfield Community Foundation is pleased to assist donors and non-profit organizations in processing and accepting securities (stock) as charitable contributions. Please provide your broker with the following information to transfer stock via DTC to the Hamilton Community Foundation.

DTC	#0164 Charles Schwab & Company	Charles Schwab & Company Attn: IST East #10 1958 Summit Park Drive, Suite 500 Orlando, FL 32810 FAX 1-877-471-6926
Account:	Hamilton Community Foundation #7372-8115	

***In order to process your gift of stock more efficiently, please inform the Community Foundation of the securities being transferred, number of shares and the date of transfer. Please also include the name of the brokerage firm and contact information.***

The securities you gift to the Fairfield Community Foundation will be sold the day delivery is confirmed according to the policies governing the Foundation. You will receive confirmation on the receipt of your stock gift from the Fairfield Community Foundation for tax purposes.

If you have any questions, please call our professional development staff at the Foundation office to discuss your gift and the specifics of your stock transfer. You or your broker may also contact our investment consultant, Fund Evaluation Group, to discuss the process of delivering your gift to the Foundation:

Fund Evaluation Group  
Attn: Consulting Implementation Services  
201 E. Fifth Street, Suite 1600  
Cincinnati, OH 45202  
Phone: 513-977-4400  
[cis@feg.com](mailto:cis@feg.com)

**Stock Certificates:** For assistance with processing a gift of stock using physical stock certificates, please call our professional development staff at the Foundation office.