



Stock Donation/Transfer Information

Thank you for showing interest in donating stocks or securities to the Lakeside Chautauqua Foundation. This gift through securities provides substantial tax benefits for you. The foundation encourages broker-handled electronic transfers only. Due to extensive paperwork, stock certificates are not accepted. Please complete the following steps, which will help us complete the transfer and provide you with accurate records.

Step 1) Notify the Office of Donor Intent

In order to properly recognize your gift, we ask that you send the Lakeside Chautauqua Foundation a letter notifying us of your transfer. Please include the following information (on enclosed form):

- Donor's name
- Donor's complete mailing address
- Name and number of securities transferred
- Any specific area you would like your gift to be directed to
- Date that the securities are to be transferred

You can mail your letter to the Lakeside Chautauqua Foundation or email it to the contact information below:

Lakeside Chautauqua Foundation
236 Walnut Avenue
Lakeside, Ohio 43440
Email: advancement@lakesideohio.com

Step 2) Contact Your Broker

The Lakeside Chautauqua Foundation accepts electronic transfers using the following information:

Merrill Lynch
Attn: Patrick Mollenkamp
DTC Number: 8862
Account Name: The Lakeside Association Capital (Tax ID Number: 34-4427938)
Account Number: 6CT04226
Phone Number: (419) 824-2614

By giving this account information to your broker, they can then transfer the securities to the Lakeside account at Merrill Lynch. This process may take 7-10 business days. We will notify you upon receipt of your stock transfer, informing you of the value of your recorded gift. The gift valuation date is the date the donor relinquishes total control of the asset to Lakeside. In other words, the stock is completely out of the donor's control and in Lakeside's control. The date this happens depends on how the donor transfers the stock. It is the responsibility of the donor to document the date of the gift for tax purposes. If you have questions, please contact the Lakeside Chautauqua Foundation at (419) 798-4461, ext. 246.



Stock Donation/Transfer Form

Please complete and return to the Lakeside Chautauqua Foundation, 236 Walnut Avenue, Lakeside, Ohio 43440.

Donor's name:

Donor's complete mailing address:

Name and number of securities transferred:

Any specific area you would like your gift to be directed to:

Date that the securities are to be transferred:

If the form is not completed and returned, the Lakeside Chautauqua Foundation is unable to properly recognize and document your gift. Thank you!

(For internal use only)

Certificate Number: _____

Account Number: _____

Date Processed: _____

Notes: _____