



**Gift of Stock Instructions – December 22 – December 31 (while LFCC is closed)**

- The Lord Fairfax Community College Educational Foundation Inc. is a 501(c)(3) nonprofit organization, and our federal identification number is 51-0247624.
- The donor or his/her financial representative should communicate with BreeAnn Edmonds at The Fauquier Bank and Liv Heggoy with the LFCC Foundation that a stock transfer will occur and the approximate date of transfer.

The Fauquier Bank	wendy.worley@TFB.bank
Wealth Management Services	540-347-6730 (phone)
Wendy Worley, VP & Trust Officer	540-347-3392 (fax)
10 Courthouse Square	
Warrenton, VA 20186	

Liv Heggoy	lheggoy@lfcc.edu
Executive Director	540-868-4091 (office)
LFCC Foundation	540-409-8186 (cell)
173 Skirmisher Lane	
Middletown, VA 22645	

- After the transfer has occurred, it is important that the LFCC Foundation is notified in writing (email is preferred) about the date of the transfer, details about the gift (# of shares in XYZ company), and any restrictions on the use of the gift.
- Electronic Transfer Instructions
  - DTC Free Delivery #0901
  - Bank of New York account #112985 for further credit THE FAUQUIER BANK
  - Agent Bank #80901
  - Institution ID #18198
  - FFC to LFCC Educational Foundation #510247624
- Please note that only electronic transfers via DRS or DWAC are accepted.
- The date of the gift for tax purposes is the date that the shares are received by The Bank of New York, as agent for The Fauquier Bank. For stock regularly traded on a stock exchange, the charitable deduction is determined by using the average between the highest and the lowest price on the date of the gift.
- You will receive written confirmation of the value and date of your gift for your records.
- Physical stock certificate instructions are on page 2.

### **Physical Stock Certificate Delivered by Hand:**

- The best course of action is to sign a separate stock assignment form, which is often called a stock power, as opposed to endorsing the back of the stock certificate. Stock power forms are available from your banker or broker.
- If you cannot or do not wish to deliver the stock to the LFCC Foundation by hand at our office, we will arrange to meet with you at your home or office.
- The date of physical delivery to the LFCC Foundation controls the valuing of the gift.

### **Physical Stock Certificate Delivered by Mail:**

- Send the stock certificate(s) and the signed stock power(s) in separate envelopes to the LFCC Foundation address listed on page 1 by registered or certified mail, return receipt requested.

Please enclose a cover letter providing your name, address, and telephone number along with any designated purpose for which the gift is being made.

- We will need a separate stock power form for each certificate of stock; be sure to sign the stock power(s) exactly as the name reads on the stock certificate. Do not fill in the LFCC Foundation's name on the stock power. Stock power forms are available from your banker or broker.
- The date of the postmark controls the valuing of the gift, assuming the certificate(s) and stock power(s) are received in due course.

### **Important Information Regarding Year-End Gifts**

If you are planning on gifting assets held at a brokerage firm, the LFCC Foundation strongly suggests that you check the firm's policies regarding gifting certain securities. While you have until the end of the year to technically give the gift, certain firms may have sooner deadlines. Here's an example of what you might see:

*With the process and the desire for clients to complete gifting by year-end, Brokerage XYZ must receive client signed instructions in good order no later than December 17, 20xx, to ensure that the gifting of shares takes place and settles in the desired account. Any requests received on or after December 20, 20xx, will be processed on a best efforts basis.*

The college is closed for the week between Christmas and New Year's. You are advised to contact The Fauquier Bank regarding time sensitive inquiries or assistance.