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D.T.C. INSTRUCTIONS for the TRANSFER OF STOCK

Please follow the instructions below in order to make a gift of stock:

1. Before initiating an electronic transfer with your broker, you must contact Sue Cunningham or Chris Jacobs at HM Foundation. It is extremely important that we alert Merrill Lynch to watch for your incoming stock.
2. Please instruct your agent that your stock must be transferred to our agent, in accordance with the DTC instructions below:

Agent:	Merrill Lynch
DTC No.:	# 8862
Account:	FFC to: Heartland Methodist Foundation FFC to A/C# 555-02827

3. The owner of the stock must complete the Foundation's "Stock Gift Instructions" form and send it to the Foundation. The proceeds from a stock cannot be distributed until this form is on file at the Foundation office.

Please note: We only accept transfers of stock to our Merrill Lynch account. Do not establish an account in our name with an investment or brokerage firm to transfer ownership. We cannot accommodate these transactions.

The Foundation currently does not accept any compensation for providing this service; however, the broker and S.E.C. fees associated with this transaction will be deducted from the gross donation.

We appreciate the opportunity to assist you with this gift. If we can be of any additional assistance, please let us know.

Heartland Methodist Foundation

Step 1: Determine the Date of Contribution

You, the donor, are responsible for producing evidence of the date of contribution if requested by the IRS. The date of contribution is the **date on which the transfer of assets takes place**.

- For stock or bond certificates, this is the date that the certificates are physically provided to the charitable organization. You should ensure that you have properly endorsed the certificates to qualify for this date.
- For stocks or bonds held in street name (electronic shares), this is the date on which the securities transfer out of your account (as reflected on your account statement), or the date on which the charitable organization receives those securities (as endorsed by their custody or brokerage statement). The date of your instruction to your broker to transfer the assets does not qualify, as the transfer has not yet taken place.
- For mutual funds, this is the date the shares are re-registered in the name of the charitable organization (as endorsed by your statement from the mutual company or brokerage statement). The date of your instruction to your broker or Mutual Fund Company to re-register the assets does not qualify, as the transfer has not yet taken place.

Step 2: Determine the Fair Market Value on the Date of Contribution

Use the established date of contribution to determine the fair market value. For all security contributions, this is calculated by averaging the high and low selling prices on the date of contribution, then multiplying by the number of shares/units contributed.

The high and low selling prices of securities on a specific date is available on financial web sites such as Yahoo!Finance (www.finance.yahoo.com/). This information may also be found in daily financial publications such as *The Wall Street Journal*. In the event you have difficulty navigating Yahoo!Finance, please feel free to contact our Investment Officer.