

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, except for gifts to certain agency endowment and field of interest funds made via the Community Foundation website, www.cfsem.org.*

If you have any questions regarding these procedures, please contact us at 313.961.6675.

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 W. 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 the fund to which 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.

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 we can ensure it is credited to the correct fund and donor.* Please inform your financial institution to transfer the funds to:

ABA Routing # 026009593; (International Banks can use SWIFT-BIC: BOFAUS3N)
Bank of America, 100 West 33rd Street, New York, NY 10001
a/c 6550113516
Name: Merrill Lynch

Ref: ** For final credit Community Foundation for Southeast Michigan account #644-04F96**

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.

Notes about yearend cash gifts

Please note that to qualify as a tax deduction in a given year, your check must be postmarked or received by December 31. 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.

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: Maral Thomas 248.655.4072

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.

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.

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 website 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 W. Fort Street
Suite 2010
Detroit, Michigan 48226-3134
313.961.6675
Fax 313.961.2886

Notes about security gifts

Please remember to inform the Community Foundation whenever you make a gift of securities so we can credit you with the gift accurately and in a timely fashion. 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.

Year end gifts of securities

Please remember that your gifted securities must be *received* by the Community Foundation by December 31 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.