



Gift of Stock Instructions – December 23 – 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
Wealth Management Services
Wendy Worley, VP & Trust Officer
10 Courthouse Square
Warrenton, VA 20186

BreeAnn Edmonds/540-349-0240
BreeAnn.Edmonds@TFB.bank

Sally Marks/540-349-0235
Sally.Marks@TFB.bank

Liv Heggoy
Executive Director
LFCC Foundation
173 Skirmisher Lane
Middletown, VA 22645

lheggoy@lfcc.edu
540-868-4091 (office)
540-409-8186 (cell)

- 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.