



Instructions for Stock Share Donations

Thank you for supporting the Roanoke Cultural Endowment. The Endowment is registered by the Internal Revenue Service as a 501(c)(3) non-profit organization, Tax ID 47-2754436.

The easiest way to provide a gift of stock to the Roanoke Cultural Endowment is through electronic wire transfer from your brokerage account to the Endowment's brokerage account.

To assist with your stock transfer donation please complete the following forms:

1. Initiate the Stock Transfer: Contact your broker and provide the completed Electronic Transfer Authorization Form
2. Contact the Roanoke Cultural Endowment and provide the Stock Donation Notification Form

Should you not have access to the forms mentioned above please contact:

<u>Wilbanks, Smith & Thomas</u>	or	<u>Roanoke Cultural Endowment</u>
110 Church Avenue SW		P.O. Box 22
Suite 401		Roanoke, VA 24002
Roanoke, VA 24011		540-556-9123 or 540-588-7489
757-623-3676		Shaleen Powell
Caroline Wilkes, CFP		shaleen@roanokeculturalendowment.org
caroline.wilkes@wstam.com		

So that we may properly recognize your gift please include your name, contact information, and special instructions for the transfer.



Electronic Transfer Authorization Form – Stock Donations

Please transfer the listed securities to the Roanoke Cultural Endowment using the account information referenced here:

Call the following for Account Information

Charles Schwab & Co.
P.O. Box 628291
Orlando, FL 32862-8291
Transfer Team:
(877) 769-8006

Roanoke Cultural Endowment-Restricted
Charles Schwab Account No: 6206-3968
DTC Clearing: 0164
Code: 40

Donor Information:

Donor Name: _____ Phone No.: _____

Donor Address: _____

Special Instructions: _____

Stock Transfer Information:

Donor Broker Contact Information: _____

Name of Security: _____

Number of Shares: _____

Signed (Donor): _____ Date: _____

Signed (Joint Owner): _____ Date: _____

Thank you for supporting the Roanoke Cultural Endowment.



Stock Donation Notification Form

I/We intend to give the following stock to the Roanoke Cultural Endowment as a charitable contribution.

Donor Name: _____ Phone: _____

Address: _____

Address: _____

Date Donation was made: _____

Donor Brokerage Name: _____

Contact Information: _____

Name of Stock: _____ No of Shares: _____

Special Instructions: _____

Please send further information regarding:

_____ Volunteering

_____ Legacy Giving

Return the form to:

Roanoke Cultural Endowment

P.O. Box 22

Roanoke, VA 24002

c/o Shaleen Powell, Executive Director

shaleen@roanokeculturalendowment.org

540-588-7489