



## Make a Gift Using Stocks

Gifts of stocks are coordinated by SunTrust Investment Services on behalf of Hospice of the Piedmont. Hospice of the Piedmont will direct the proceeds from the sale of these assets to any purpose or program you wish. Contact Karen Ratzlaff in the Development Office (434/817-6910) with any questions.

### How to Make an Outright Gift of Stock

**Electronic Transfer:** Giving stock through electronic transfer is the easiest method when a donor maintains holdings in a brokered account. Depository Trust Company, or DTC, is the clearinghouse for electronic security transfers. Each brokerage firm has a specific DTC number. When you wish to make a gift of stock, provide the following information to the transferring broker:

<b>Account Name:</b>	<b>Hospice of the Piedmont</b>
<b>Account Number:</b>	<b>7937851</b>
<b>Agent Name and ID Number:</b>	<b>SunTrust Bank - 94529</b>
<b>DTC Number:</b>	<b>2971</b>
<b>Reference:</b>	<b>[Donor's Name]</b>

To facilitate the transfer, please ask your broker to contact Leah Henschen at SunTrust at (804) 273-7448 with the CUSIP, number of shares, Broker Number, and Broker Name. At the same time, please alert the Development Office at Hospice of the Piedmont before the transfer and indicate the purpose of the contribution, such as an unrestricted gift or a gift to a specific program or purpose. Hospice of the Piedmont cannot sell an unidentified security.

**Stock Certificates and Stock Powers:** If you send a stock certificate that is in your name, a letter of intent must be included. Stock powers are available from any broker. Make sure your signature on the stock power is medallion guaranteed by a bank or broker, not notarized. **Attention:** Mail stock certificates and stock powers separately. If the certificate is in Hospice of the Piedmont's name, no stock power is needed. The process for reregistering stock certificates (transferring the certificate into Hospice of the Piedmont's name) can take from two to four weeks. Stock certificates should be sent to:

**Hospice of the Piedmont**  
**Attention: Karen Ratzlaff, Development Office**  
**675 Peter Jefferson Parkway**  
**Suite 300**  
**Charlottesville, VA 22911**

If the certificates have been reregistered to Hospice of the Piedmont, a letter should be included identifying the donor and the purpose of the gift.