

STOCK LETTER OF AUTHORIZATION

Electronic Transfer Form for Appreciated Assets

I want to support the Roper St. Francis mission of *healing all people with compassion, faith and excellence* with a gift to the Roper St. Francis Foundation.

DONOR INFORMATION

Name _____

Address _____

Email _____ Phone _____

Name(s) for publication _____

- ☐ I wish to contribute anonymously. Please do not list my name in publications.
☐ Please send me information about including Roper St. Francis in my estate plans.

GIFT DESIGNATION

☐ Greatest Need ☐ Other _____

BANKING/BROKERAGE INFORMATION

Donor Bank/Brokerage Firm Name _____

Contact Person _____

Phone _____ Fax _____

Type of Asset _____ Name of Asset _____

Number of Shares Transferred _____ Approx. Value \$ _____

BENEFICIARY INFORMATION

Beneficiary Roper St. Francis Foundation / Bon Secours Mercy Health – Gift Account

Beneficiary Contact Emily Steele, Fund Compliance Program Manager (emily.steele@rsfh.com)

Beneficiary Brokerage Firm State Street Bank and Trust Company, Boston, MA

Brokerage Contact John Williams Email jwilliams12@mercy.com Phone 614-226-6475

Assistant Alexa Coburn Email acoburn@mercy.com

Beneficiary Account # DY8E DTC# 0997

Donor(s) Authorized Signature _____ Date _____

IMPORTANT INFORMATION:

The Roper St. Francis Foundation has a federal 501(c)(3) designation (ID #57-1068509). The donor is responsible for determining the fair market value for their tax filing, as the valuation on the stock may differ from the amount and date on which your charitable contribution may be determined. We encourage you to consult with your tax or investment advisor if you have any questions.

Please mail one copy to your investment advisor, return one copy to the Roper St. Francis Foundation, and retain one copy for your records.



INSTRUCTIONS FOR TRANSFERRING STOCK

Instructions for transferring stock to the Roper St. Francis Foundation vary depending on whether physical delivery of stock is being made (actual certificates and stock powers) or the stock is being sent electronically through DTC (shares are currently held at a bank, brokerage house, etc.) The following are instructions for both:

DTC (Depository Trust Company) Transfer (Electronic Transfer)

Step One

Direct your broker or custodian bank to make the transfer to the Roper St. Francis Foundation. Your broker or custodian bank is likely to ask you for a letter of instruction before the transfer can be made and the stock transfer form, which can be found on our website. Once completed, should be all that is needed. It contains vital information such as our Brokerage Firm (State Street Bank and Trust Company) and account information.

Step Two

Notify the Roper St. Francis Foundation of your gift. Send a copy of your completed form/letter of instructions via:

Email: fdnhelpdesk@mercy.com and Emily.Steele@rsfh.com

Or

Mail: Roper St. Francis Foundation
Attn: Emily Steele
8536 Palmetto Commerce Parkway, Suite 301
Ladson, South Carolina 29456

Office: (843) 720-1205
Direct: (843) 789-1623
Fax: (843) 724-2820

PLEASE NOTE: Your gift will be dated according to the day the shares enter the Roper St. Francis Foundation's clearing account at State Street Bank and Trust Company. The value of your gift will be based on that date. At busy times of the year, the DTC system can back up. Year-end gifts: Be sure to allow extra time for the transfer from your broker's account to the Foundation's State Street Bank and Trust Company account, and emphasize to your broker the importance of completing the transfer by December 31. When the 31st falls on a weekend, the transfer should be completed by the preceding Friday.

INSTRUCTIONS FOR TRANSFERRING STOCK (cont.)

Physical Delivery of Stocks

Step One

Complete the stock transfer form located on the RSFF's website. You will need to fill out a separate stock power for each stock issue you wish to donate.

Step Two

Write a brief cover letter to accompany the form, indicating the number and type of shares, the company(s), and the purpose of your stock gift. This will expedite our acknowledgment process.

Step Three

Mail the certificate(s) without any endorsement or assignment along with your letter (Step Two) via first class mail to:

Roper St. Francis Foundation
Attn: Emily Steele
8536 Palmetto Commerce Parkway, Suite 301
Ladson, South Carolina 29456

Office: (843) 720-1205
Direct: (843) 789-1623
Fax: (843) 724-2820

Step Four

In a separate envelope, mail the stock form you filled out in Step One to the same address.

PLEASE NOTE: The IRS has determined that gifts and/or stock certificates sent via courier services other than the United States Postal Service (including Federal Express, DHL, UPS, etc.) can only be counted in the year they were sent if the Foundation receives and signs for them no later than December 31. Normal USPS mail, including Express and Priority Mail packages, are the only packages for which the postmark can be used to determine the gift date. Year-end gifts must be postmarked by December 31 to be deductible for the current tax year. When the 31st falls on a weekend, we recommend mailing your gift by the preceding Friday to ensure it will be postmarked in time.