



Stock/Mutual Fund Gift Instructions

Please follow these instructions for gifts benefiting funds held with the Catholic Foundation of Northeast Kansas (CFNEK).

If your stock or securities are held electronically at a brokerage firm:

- It is important that you communicate to your brokerage firm the exact information as follows when wiring securities to the Catholic Foundation of Northeast Kansas:

Reliance Trust Company / FIS Trust
Participant #5409
F/B/O Country Club Bank #74-2016-01-7
F/C: 85 – CFNEK #61-7502-23-2

- In addition to instructing your brokerage firm to wire securities, send an email to CFNEK@archkck.org with the following information:
 1. Donor's name and address for tax receipt letters
 2. Stock or fund name and ticker symbol
 3. Number of shares
 4. Expected date of transfer
 5. Fund ID and Name to receive proceeds. Your gift can benefit multiple funds.

If you hold the stock certificates or securities:

- Send an email to CFNEK@archkck.org requesting the appropriate forms and materials or call (913) 647-3062 to discuss and coordinate your stock or securities gift.
- Mail the certificate(s) and the completed forms to:

Country Club Trust Company
Attn: Doug Hacker, V.P.
F/B/O Catholic Foundation of Northeast Kansas
1 Ward Parkway
Kansas City, MO 64112
- Please use separate envelopes for each document.

Please note that the value of any gift of appreciated stock or securities is valued on the date it is received by the Catholic Foundation of Northeast Kansas. The gift's value is determined by using the average of that day's high and low price for those shares received.