

United Way of Greater Topeka Stock Gift Procedures

Thank you for supporting the United Way of Greater Topeka with a donation of stock, mutual fund shares, or other securities. Please help us complete the transaction by following these procedures. Any questions should be directed to Valerie Thieme, CFO, United Way of Greater Topeka, 785-228-5113.

Stock Gifts can be made in one of three different ways.

1. The easiest method to gift stock is for the donor to contact his or her stockbroker, and have the stock gift electronically transferred to the United Way of Greater Topeka's account at Cetera Investment Services, LLC. The information below needs to be communicated by the donor to the donor's stockbroker who will facilitate the transfer. The donor (or donor's broker) should also send a communication (see below) to United Way of Greater Topeka, Inc. notifying us of his or her intent, type of stock, number of shares, and approximate date of the transfer, to help ensure accurate receipting of the gift to the donor for tax documentation.
2. If the donor holds actual stock certificates, they can be gifted "as is", or may be transferred into the name of United Way of Greater Topeka, Inc. and then gifted. If the donor wishes to gift stock certificates "as is" with his or her name on the front, the donor can send the certificate along with a letter of authorization signed exactly as the certificate is registered. This letter should indicate the donor's wish to donate the stock to United Way of Greater Topeka, Inc.
3. Conversely, the donor can have the certificate reissued in the name of United Way of Greater Topeka, Inc. and then gift the certificate to the organization.

Information needed to transfer stock electronically to United Way of the Greater Topeka:

DTC # 0701 (Cetera Investment Services)

Account # 2BG00029

Cetera Investment Services representative: Eric Bauer 800-720-5848

Sale of Stock by United Way of Greater Topeka. United Way of Greater Topeka will liquidate stock received as soon as possible after a transfer is finalized. Depending on the time of day the transfer is received (before or after market close), the stock gift will be sold by UWGT's broker the same day or next day received, with proceeds forwarded to the United Way of Greater Topeka.

Tax Receipting. After receiving a copy of your pledge, including the information detailed in #1 above, the United Way of Greater Topeka will furnish to the donor before January 31 of the next year a tax receipt for the donation of stock. The amount of the donation will be reported as the value of the security at the time of transfer to UWGT's account.

**United Way of Greater Topeka
Donation of Securities Form**

To the Donor:

Thank you for supporting the United Way of Greater Topeka through your contribution. Please assist us in ensuring that your contribution is accurately recorded by completing this form. You may send it via email to Valerie Thieme, United Way CFO, at vthieme@unitedwaytopeka.org the following mailing address:

Valerie Thieme, Finance Department
United Way of Greater Topeka
1527 SW Fairlawn Rd
Topeka, KS 66604

Prior to January 31 of the year following your donation and pledge information, the United Way of Greater Topeka will furnish the donor a receipt for the donation of stock. The amount of the donation will be reported as the value of the security at the time of transfer to UWGT's account.

Donor Information

Donor Name(s) _____

Donor Address _____

Email address _____

This letter is to acknowledge my gift of ____ shares of _____
to United Way of Greater Topeka. These shares were transferred to United Way of
Greater Topeka's account at Cetera Investment Services on _____.

If you have further questions, call Valerie Thieme at 785-228-5113.

Thank You.