



HOW TO TRANSFER STOCK TO THE COMMUNITY TRUST FOUNDATION

The Community Trust Foundation currently has an account at First United Bank & Trust to receive stock or mutual funds for immediate liquidation. You will need to authorize your financial institution to transfer your stock to the Community Trust Foundation's account. Here's how:

1. Write a short "authorization letter" addressed to your financial institution that is holding your stock. Your financial institution will not make the transfer without your written authorization. The letter needs to contain the following:
 - Name of the stock(s) and number of shares to be transferred to the Community Trust Foundation.
 - Name of the fund(s) at the Community Trust Foundation to be credited
 - One of these options:
 - First United Bank & Trust
Participant Number: 2116 (Fifth Third Bank)
FFC A/C#: 010037811425
Agent Bank #: 10016
Institutional ID#: 94602
 - Your signature
2. Fax, mail, or hand deliver the letter to your financial institution, and confirm that they have received the letter.
3. Contact the Community Trust Foundation at 301-876-9172 to let us know that your stock is being transferred, the financial institution selected, the designation for the gift (specific fund or program), and your contact information. Or email your authorization letter to ctf@ctfinc.org.

Once the Financial Institution notifies the Community Trust Foundation that the stock has been transferred, the Community Trust Foundation will sell the stock, and the proceeds from the sale minus the fees will be placed in the designated fund at the Community Trust Foundation. You will receive a gift acknowledgement from the Community Trust Foundation confirming this stock gift.