

Mutual Fund Gifts

While the process of gifting stock to the Chautauqua Foundation is fairly easy, gifting mutual fund shares requires additional administrative effort on the part of the donor and the Foundation. We ask that you exhibit patience with us in processing this type of gift, and we recommend advanced preparation when the timing of a gift is critical.

Typically you will have to provide the mutual fund written instructions to make the transfer (although requirements may vary among mutual fund sponsors). This letter requires the signature of all account owner(s) and will have to be guaranteed by a bank or brokerage firm. Below is a sample that you may find helpful:

Date

Mutual Fund
Address
City, ST, Zip

RE: GIFT TO CHAUTAUQUA FOUNDATION

Dear _____,

Please accept this letter as my authorization to transfer (# of shares) shares of (name of shares) Mutual Fund from my/our account number _____ to the Chautauqua Foundation as a charitable gift to benefit (specific purpose if any).

Please transfer these shares to an account established in the name of the Chautauqua Foundation held with Muriel Siebert & Co., Inc. account number CXT-369330 (tax ID: 12-6028421) by faxing a copy of this letter of instruction to Mutual Fund Ops at (800) 753-2050.

Please call the Chautauqua Foundation at (716) 357-6407 to notify them of this donation.

Thank you for your assistance in completing this gift to the Chautauqua Foundation.

Very truly yours,

(signature of registered owner)

(joint owner, if applicable)

(Street Address)

(City, ST, Zip)