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## STEPS TO PROCESSING A STOCK TRANSACTION TO THE HAMILTON COMMUNITY FOUNDATION and Affiliates

The Hamilton Community Foundation and our affiliates are pleased to assist donors and non-profit organizations in processing and accepting securities (stock) as charitable contributions. Please provide your broker with the following information to transfer stock via DTC to the Community Foundation.

DTC #8862  
Merrill Lynch

Account: Hamilton Community Foundation  
#857-04348

Merrill Lynch, Pierce, Fenner & Smith  
312 Walnut Street, Ste 2400  
Cincinnati, OH 45202

FAX: 513-898-3866

***In order to process your gift of stock more efficiently, please inform the Community Foundation of the securities being transferred, number of shares and the date of transfer. Please also include the name of the brokerage firm and contact information.***

The securities you gift to the Hamilton Community Foundation and affiliates will be sold the day delivery is confirmed according to the policies governing the Foundation. You will receive confirmation on the receipt of your stock gift from the Hamilton Community Foundation for tax purposes.

If you have any questions, please call our professional development staff at the Foundation office to discuss your gift and the specifics of your stock transfer. You or your broker may also contact our investment consultant, Brent Kassner, to discuss the process of delivering your gift to the Foundation:

Investment Mgr: The Evelo | Singer | Sullivan | Bruegge Group  
Attn: Brent Kassner  
Address: 312 Walnut Street, Ste 2400 Cincinnati, OH 45202  
[Email: brent\\_kassner@ml.com](mailto:brent_kassner@ml.com)

**Stock Certificates:** For assistance with processing a gift of stock using physical stock certificates, please call our professional development staff at the Foundation office.

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## Affiliates of the Hamilton Community Foundation

