

## **BANK OF AMERICA CHARITABLE GIFT FUND**

### **Asset Transfer Authorization Form**

**This form is used to make contributions to Bank of America Charitable Gift Fund, TIN: 04-6010342.**

**Important Information:**

- All transfers must be initiated by a Merrill Lynch or Bank of America Private Bank advisor or by the client. The Charitable Gift Fund cannot pull assets from internal or external accounts.
- All gifts to the Charitable Gift Fund are irrevocable.
- Funding is typically received the day after the transfer is initiated.
- Securities are sold the business day after receipt by the Charitable Gift Fund or as soon as practical. Once the asset is liquidated, there is NO ability to return or unwind the trade.
- Proceeds from securities typically post to the client’s account in 5-7 days, allowing time for sale, settling, and posting to the donor’s selected investment strategy.
- For securities, the gift receipt for tax purposes reflects the fair market value (average of high and low) on the date received.
- Cash contributions typically post to the account in 2-3 business days.
- Initial contributions to fund an account must total \$25,000. Subsequent contributions must be \$250 or more.
- Please check with the sending broker to confirm whether they can accept this form or if they require their own form.
- Funding for separate CGF accounts must be entered as separate transactions.

**All fields are required. Please write clearly.**

Charitable Gift Fund Account Name: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Delivering/Sending Firm Name: \_\_\_\_\_

Advisor/ Broker Name: \_\_\_\_\_ Broker Telephone Number: \_\_\_\_\_

Broker Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Full Legal Name of Sending Account\*: \_\_\_\_\_

\*If funding is coming from a trust, the full legal name, TIN, and legal address are required for gift receipt and acknowledgement purposes. The Charitable Gift Fund cannot post contributions from trusts without this information.

Sending Account Number: \_\_\_\_\_

Tax ID Number(s) for Sending Account: \_\_\_\_\_

Sending account legal address: \_\_\_\_\_

**PLEASE USE THIS AUTHORIZATION TO COMPLETE THE TRANSACTION(S) DESCRIBED BELOW:**

If sending more than five (5) assets, complete an additional copy of this page or attach a sheet that contains all the below information.

**To ensure delivery and receipt of assets, please be sure to follow all instructions precisely.**

Transfer only the assets described below (including fractional shares if the fractions total a whole share unless they are mutual funds) from the above referenced account and discontinue all dividend/mutual fund reinvestments. Fractional shares of stocks not totaling a whole share cannot be sold and will be returned to the client's account. Low priced securities are not accepted and will be returned to the client's account.

Foreign Asset (Please refer to the delivery instructions for additional information on transferring foreign shares)

CASH	COMMON STOCK	BONDS	MUTUAL FUNDS	TICKER SYMBOL	CUSIP	NUMBER OF SHARES/ PAR VALUE	NAME OF ASSET
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**Cash & Securities from Merrill**

Please follow the instructions in the Merrill step-by-step guide on CGF's Resource Central page to access the Charitable Gain Harvesting application in Advisor Workstation.

**For Journal Entries - Gaining Account: 8MM02000**

Complete the Gaining Trust Info section and the Comments Field: Provide the Fund Name and contributor(s) name. If this information is not included, it could delay posting to the account.

**Merrill Edge Transfers:**

Upload a completed Asset Transfer Form through Secure Messaging on merrilledge.com or faxed to Merrill Consumers investments Distributions at 877.229.7160. For Inquires related to transfer from Edge accounts, please contact 888.654.6837.

**Gaining Account: 8MM02000**

Complete the Gaining Trust Info section and the Comments Field: Provide the Fund Name and contributor(s) name. If this information is not included, it could delay posting to the account.

**Checks and Physical Stock Certificates**

Forward checks or physical stock/bond certificates to:

Bank of America Charitable Gift Fund  
100 Federal Street, MA5-100-10-21, Boston, MA 02110

Make checks payable to Bank of America Charitable Gift Fund and note fund name or donor(s) name on memo line.

**Stock, Bonds, & Other DTC Assets**

DTC #: 8862; Merrill Lynch

A/C Number: 8MM02000

A/C Name: CGF Clearing Account

Description Field: Note contributor(s) name and Fund Name

If shares are coming from outside Merrill, confirm with contra-firm what documentation can be utilized as a letter of authorization (LOA). Forward a copy of the LOA to [charitablegiftfund@reninc.com](mailto:charitablegiftfund@reninc.com)

**ACAT Mutual Funds**

DTC #: 0671, Merrill Lynch

A/C Number: 8MM02000

A/C Name: CGF Clearing Account

Description Field: Note contributor(s) name and Fund Name

If shares are coming from outside Merrill, confirm with contra-firm what documentation can be utilized as a letter of authorization (LOA). Forward a copy of the LOA to [charitablegiftfund@reninc.com](mailto:charitablegiftfund@reninc.com)

**Wire Transfer**

ABA: 026009593

SWIFT Address for International Banks: BOFAUS3N

Wire Account: #006550113516

Wire Account Name: MLPF&S – WIRE ACCOUNT

For Further Credit (FFC) Account #: 8MM02000

FFC Account Name: CGF Clearing Account

Misc. Bank Instructions/Description Field: Enter CGF account fund name and name of contributor(s)

Wire Address: Bank of America, N.A. 100 West 33rd Street, New York, NY 10001

Internal Bank Contact Name and Phone #: CGF Operations - Phone: 1.888.703.2345

***NOTE:** The wire sender party must enter For Further Credit Account Number (8MM02000) and FFC Account Name in those fields of the instruction and in the manual field to ensure Straight through Processing. Failure may lead to delayed posting or rejection of the wire.*

**Non-ACAT\Non-DTC Eligible Mutual Funds from outside Merrill**

Email [charitablegiftfund@reninc.com](mailto:charitablegiftfund@reninc.com) to confirm mutual fund can be held at Merrill. Once confirmed, complete the Asset Transfer Authorization Form, and forward the completed form to [charitablegiftfund@reninc.com](mailto:charitablegiftfund@reninc.com) prior to completing the transfer

**Foreign Assets from outside Merrill**

Complete the Asset Transfer Authorization Form. Provide a contact name and number at the delivering/contra firm as well as all details related to the asset, including foreign market, ISIN number and SEDOL number. Email all information to [charitablegiftfund@reninc.com](mailto:charitablegiftfund@reninc.com) along with a note indicating the assets are foreign shares. The transfer must also be initiated from the delivering firm.

**Non-publicly Traded Assets**

Please email [charitablegiftfund@bofa.com](mailto:charitablegiftfund@bofa.com) for instructions.

For assets being sent from outside Merrill, Bank of America Private Bank or otherwise directed on page 2, send a copy of this form to the Charitable Gift Fund via email, fax, or direct mail to the address below.

Email: [charitablegiftfund@reninc.com](mailto:charitablegiftfund@reninc.com)

Fax: 317-203-0837

Direct mail:

Bank of America Charitable Gift Fund  
ATTN: Operations  
8888 Keystone Crossing, Suite 1200  
Indianapolis, IN 46240

Please check with the sending broker to confirm whether signature(s) are required to initiate the transfer.

Primary Donor Signature\*: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Secondary Donor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Questions?**

Donors: Contact the Bank of America Charitable Gift Fund at 888-703-3436, Monday to Friday, 8:30am to 5:30 pm EST or by email at [charitablegiftfund@bofa.com](mailto:charitablegiftfund@bofa.com)

Advisors: Contact the Bank of America Charitable Gift Fund at 888.703.2345, Monday to Friday, 8:30 am to 5:30 pm EST or by email at [charitablegiftfund@reninc.com](mailto:charitablegiftfund@reninc.com).

Donor-advised fund and private foundation management are provided by Bank of America Private Bank, a division of Bank of America N.A., Member FDIC and a wholly owned subsidiary of Bank of America Corporation.

Donor-advised fund management is provided by Bank of America Private Bank, a division of Bank of America, N.A., Member FDIC and a wholly owned subsidiary of Bank of America Corporation ("BofA Corp."). Trust, fiduciary, and investment management services are provided by wholly owned banking affiliates of BofA Corp., including Bank of America, N.A. and its agents. Brokerage services may be performed by wholly owned brokerage affiliates of BofA Corp., including Merrill Lynch, Pierce, Fenner & Smith Incorporated (also referred to as "MLPF&S" or "Merrill"). Merrill is a registered broker-dealer, a registered investment adviser and Member SIPC.

Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
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