

## **Instructions for Gifting Stock to the Inova Loudoun Hospital Foundation**

*For securities held in “street name” by bank or brokerage, your broker can simply transfer the stock from your account to the Inova Health System account, via electronic transfer. To do so, we suggest:*

1. Contact: Patricia Bowen, Development Specialist, Inova Health System Foundation,  
(703) 289-2056 or [patricia.bowen@inova.org](mailto:patricia.bowen@inova.org)  
or  
Ruba Elwari, Senior Accountant - Corporate Finance, Inova Health System,  
(703) 208-5946 or [ruba.elwari@inova.org](mailto:ruba.elwari@inova.org)

**You or your broker must contact the Foundation or our accounting office before the stock transfer procedure begins.** This is important because our broker must be notified and instructed to accept the gift. Otherwise there is a possibility that the gift might be delayed or rejected, which might inhibit the completion of your gift by the desired gift date. The information we will need from you or your broker is: type and name of stock you plan to transfer, the approximate number of shares and contact information for your broker and brokerage house.

2. Call/write/email your broker and give them the following information:  
**DTC Number:** 2669  
**Customer/Fund Name:** Inova Loudoun Hospital Foundation  
**Customer Account number:** 26-60745  
**Bank:** The Northern Trust Company  
**Attention:** Attn: Mark W. Schnake  
The Northern Trust Company  
Corporate and Institutional Services  
50 S. LaSalle, B8  
Chicago, IL 60603  
Phone: 312-630-8091, Fax: 312-557-2673  
Email: [mws5@ntrs.com](mailto:mws5@ntrs.com)
3. Send a follow up letter to your broker (with a copy to the Inova Health System Foundation office), which confirms your instructions. Attached is a letter with suggested copy.

### ***For securities held by you:***

1. Send your certificate by ordinary first class mail, without any endorsement or other notation to: Inova Health System Foundation, 8110 Gatehouse Road, Suite 200E, Falls Church, VA 22042. Enclose a letter stating your intent is to make a gift to benefit the Inova Health System hospital, facility or program of your choice.
2. Then, under separate cover, forward by first class mail a stock power (one for each certificate), endorsed in blank (your signature only, exactly as your name appears on the face of the certificate) along with a copy of the letter mailed with the certificate. Since the certificate becomes negotiable only when joined by the stock power, this method provides both safety and simplicity. Stock power forms are readily available at your bank or brokerage house or from the Inova Health System Foundation. In some cases, you may need a “signature guarantee” from your bank or broker for the stock power. Please call us for details and further instructions.

### ***Important Don'ts:***

- ◆ Do not instruct your banker or broker to sell the securities for your account and forward the proceeds to the Inova Health System. This transaction would represent a cash contribution and you would be liable for the capital gains tax.
- ◆ Do not deliver your certificate to the issuing corporation or its transfer agent to be reissued in the name of the Inova Health System Foundation. This process can be lengthy and the date of your gift is considered to be the date on which the corporation issues the new certificate in Inova's name. In the interim, the stock may decline in value or you may not complete the gift in the tax year you intend.

**Please contact Linda Robertson at the Inova Health System Foundation with questions about other planned gifts options: (703) 289-2097 or [linda.robertson@inova.org](mailto:linda.robertson@inova.org) .**

*Following your verbal instructions to your broker for an electronic transfer of securities, we encourage you to send a follow-up letter of instruction (sample copy below) and to forward a copy to the Inova Loudoun Hospital Foundation office. For a gift of stock certificates you hold, send unsigned certificates with a similar letter to the Inova Loudoun Hospital Foundation, instructing us as to your wishes. Send signed stock power in a separate envelope.*

Date

Broker Name

Address

City/State/Zip

Dear \_\_\_\_\_ :

This letter is to inform you of my intention to make an irrevocable gift to the Inova Loudoun Hospital Foundation. Please transfer \_\_\_\_\_ shares of \_\_\_\_\_ stock to the Inova Loudoun Hospital Foundation which will benefit the \_\_\_\_\_ (indicate hospital, program or facility).

The information necessary to complete this transfer is as follows:

<b>DTC Number:</b>	<b>2669</b>
<b>Customer/Fund Name:</b>	Inova Loudoun Hospital Foundation
<b>Customer Account number:</b>	<b>26-60745</b>
<b>Bank:</b>	The Northern Trust Company
Attention:	Attn: <b>Mark W. Schnake</b>
	The Northern Trust Company
	Corporate and Institutional Services
	50 S. LaSalle, B8
	Chicago, IL 60603
	Phone: 312-630-8091, Fax: 312-557-2673
	Email: <a href="mailto:mws5@ntrs.com">mws5@ntrs.com</a>

**Please do not begin the stock transfer procedure until you contact the Foundation's development office or accounting office. They will instruct State Street Bank and Trust Company to expect and accept the stock transfer. Please immediately call:** Ginny Hamson, Business Manager, at 703-858-8804, or Ruba Elwari, Senior Accountant, Corporate Finance at: 703-208-5946.

I will forward a copy of this letter to the Inova Loudoun Hospital Foundation so they too can be informed of the timing of this gift. This gift must be completed by \_\_\_\_\_ (date).

Thank you.

Sincerely,  
(your name)

cc: Penny Cowden, Executive Director  
Inova Loudoun Hospital Foundation  
44035 Riverside Parkway, Suite 420  
703-858-8802  
703-858-8810 (Fax)

*As of March, 2011*