



## **Halifax Community College Foundation Inc. Instructions for Contributing Stock**

### **By Direct Transfer**

- Please complete and sign the form entitled *Gifts of Stock Contribution Form*. **This form must be received by the HCC Foundation Inc. before any action can be taken with your stock contribution.**
- Please notify your broker/transfer agent of your intended gift by transfer and inform him or her that the HCC Foundation Inc.'s investment manager will contact him or her when the system is prepared for the stock transfer.
- Your broker/transfer agent may request contact information for the HCC Foundation Inc.'s investment manager. The information follows:

Mr. W. Lee Harriss, CFA  
First Vice President  
Financial Advisor  
RBC Wealth Management  
2933 Sunset Ave., Suite C  
Rocky Mount, NC 27804  
Telephone: 800-643-4503 and 252-451-7084  
Email: [lee.harriss@rbc.com](mailto:lee.harriss@rbc.com)

- Please note that the date of the gift is the date that the shares are transferred to the HCC Foundation Inc.'s investment manager.
- **You will receive written confirmation of the value and date of your gift for your records.**

**By Mail**

- Please complete and sign the form entitled *Gifts of Stock Contribution Form*. **This form must be received by the HCC Foundation Inc. before any action can be taken with your stock contribution.**
- Re-registering a physical certificate may take up to four weeks to accomplish.
- A physical certificate can be registered in the following name:

**RBC Wealth Management  
Agent for Halifax Community College Foundation Inc.**

For safety and security purposes, please send the certificates by registered mail to:

Vice President of Institutional Advancement, Halifax Community College  
Executive Director, Halifax Community College Foundation Inc.  
100 College Drive  
P.O. Drawer 809  
Weldon, NC 27890

Telephone: 252-536-7239  
Fax: 252-536-4144

- A physical certificate that is registered in the donor's name should be mailed as follows:

For safety and security purposes, please send the unendorsed certificates by registered mail to:

Vice President of Institutional Advancement, Halifax Community College  
Executive Director, Halifax Community College Foundation Inc.  
100 College Drive  
P.O. Drawer 809  
Weldon, NC 27890

Telephone: 252-536-7239  
Fax: 252-536-4144

In a separate envelope, please mail a signed stock power form to HCC Foundation Inc. for each certificate.

Please sign your name on the stock power form exactly as it appears on the certificate. Please have your signature guaranteed by an appropriate authority (i.e., your financial institution).

- Please note that the date of the gift is the postmark date on the registered mail envelope.
- **You will receive written confirmation of the original amount of the stock contribution on the day the gift was approved and the actual amount of the stock contribution on the day the gift was received by the Foundation.**

*Thank you for your gift!*