



## Securities Processing Instructions for Gifts to Charities

### Steps to initiate your gift:

- 1) To begin this process, please supply these detailed instructions to your broker.
- 2) The donor's broker should contact **Mr. Darren Morton, VP/Institutional Advisor** at First Citizens Bank **(704-338-4396)** to inform him of the incoming gift.
- 3) The most commonly used transfer instructions are below:

### Common Stock

**DTC PARTICIPANT NO:** 5409  
**INTERNAL ACCOUNT NO:** F/B/O First Citizens Bank 74-2094-01-4  
**FOR FURTHER CREDIT:** 62-1174-02-8 given by [donor name]

### Mutual Funds

Special instructions are required. The donor's broker must contact First Citizens directly to obtain specific transfer instructions. Note: due to the complexity involved, these transfers can take upwards of 30 days to complete.

### **\*Questions, issues, or additional instructions please contact:**

***Darren Morton, Institutional Advisor***  
***Darren.Morton@firstcitizens.com or 704-338-4396***

***Or***

***Ryan Bennett, Wealth Client Specialist***  
***Ryan.bennett@firstcitizens.com or 704-338-3931***