



DONATION OF MUTUAL FUNDS

Thank you for considering a gift of mutual funds to the Central Texas Food Bank (CTFB). We're grateful for your generosity.

Mutual fund donations follow a slightly different process than stock or ETF gifts. This form helps us gather the information needed to support your transfer and coordinate next steps.

HOW THIS WORKS (quick overview)

1. You complete and submit this form with details about your mutual fund gift to CTFB, by email to **contribute@centraltexasfoodbank.org**, or by mail to **6500 Metropolis Dr, Austin, TX 78744**.
2. CTFB works with our financial institution to prepare and send you fund-specific transfer instructions.
3. You or your broker submits those instructions to complete the gift.
4. Important: Please include your name as the donor on the memo line.

All information below is required to complete the process.

Donor's Name

Firm Name (where it's currently held e.g., Schwab)

Donor's Street Address

Mutual Fund Ticker

Donor's City/State/ZIP

Number of Shares to be Donated

Donor's Phone Number

Broker or Advisor's Name

Donor's Email

Broker or Advisor's Contact Info

WHAT HAPPENS NEXT

Once we receive this form, our team will coordinate with our financial institution to obtain the appropriate transfer instructions for your mutual fund. We will then share those instructions with you or your broker so the transfer can be completed.

If you prefer, you may also authorize your broker or financial advisor to work directly with us on your behalf.

We're happy to help and appreciate your patience as we work through this process together.

Important Note: This form is intended for mutual fund donations only. For gifts of publicly traded stocks or exchange-traded funds (ETFs), please use our Donation of Securities form.

Central Texas Food Bank's tax identification number (FEIN): 74-2217350

Central Texas Food Bank, Inc. is a not-for-profit Texas corporation qualified under section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

**After the Central Texas Food Bank receives this form and our broker confirms the donation of securities, we will issue an official acknowledgment letter to the donor. The IRS requires that we only state the number and type of shares received. We cannot list the value of the mutual funds received. All contributions are tax deductible to the fullest extent provided by law. Please contact your tax advisor for complete tax deductibility rules.*