

**INTERFAITH HOUSING ASSOCIATION DBA HOMES WITH HOPE**

49 Richmondville Avenue, Suite 112

Westport, CT 06880

Phone 203-226-3426

Memorandum Re: **Contribution of Securities**

The contribution of securities to meet operating and capital campaign pledges, or to support other gifts to Interfaith Housing Association dba Homes with Hope is used by a number of contributors. It is the purpose of this memorandum to explain how to make such a gift and how to report it so proper credit is given to the contributor.

**How to make the gift**

- (A) If your securities are held in a brokerage account the easiest method of contribution is wire transfer. Simply ask your broker to transfer the number of shares of the security you pick to Morgan Stanley-Smith Barney; the broker who will act for Interfaith Housing Association dba Homes with Hope and will sell the contributed security and deposit the proceed in Interfaith Housing Association's account.

DTC Participant #0418

Account Number 25J-04490-17 C95

For the account of the Interfaith Housing Association

Although not necessary your broker may ask for a federal tax number. If asked for, the number is 22-2534326.

Any questions should be referred to Morgan Stanley-Smith Barney, the broker for Interfaith Housing Association at the following address and phone number.

Morgan Stanley-Smith Barney LLC

Long Warf Maritime

545 Long Warf Drive

New Haven, CT 06511

Broker: Robert Ceccarelli

Phone: (800) 255-1610

Fax: (203) 773-1387

- (B) If you are personally holding the securities you wish to contribute, the following procedure is recommended to avoid delay and unnecessary work.

Write a letter to the attention of Robert Ceccarelli at Morgan Stanley-Smith Barney (at the address listed above) indicating that you are gifting \_\_\_\_\_ shares of \_\_\_\_\_ to the Interfaith Housing Association. Sign the stock

certificate and enclose it with the letter. A letter you can use is on the reverse side of the memorandum. Any stock certificates sent by US mail should be registered. Again, if you have any questions, please call Robert Ceccarelli at Morgan Stanley-Smith Barney.

In either instance, it is important that you notify Peter Powell of your contribution and how you want it applied. To this end, the form on the reverse side of this memorandum, or a letter or note from you containing this same information, should be provided to Interfaith Housing Association. You cannot rely on your broker furnishing this information in a timely fashion!

**Security Contribution to Interfaith Housing Association dba Homes with Hope**

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

To: Interfaith Housing Association dba Homes with Hope  
Attention: Peter R. Powell

From: \_\_\_\_\_

I have gifted \_\_\_\_\_ shares of \_\_\_\_\_ to the Interfaith Housing Association.

Pick one of the following: (In either case see Note 1 below)

(1) I estimate the value of the gift to be \$ \_\_\_\_\_, or

(2) The value is calculated as follows:

- a) Opening price \_\_\_\_\_ per share;
- b) Closing price \_\_\_\_\_ per share;
- c) Average price \_\_\_\_\_ per share (opening + closing)/2;
- d) Gift value \_\_\_\_\_ (average price multiplied by the number of shares)

I wish the proceeds to be credited as follows:

- a) toward my contribution to IRA \_\_\_\_\_ (% or dollars)
- b) toward my capital campaign pledge \_\_\_\_\_ (% or dollars)
- c) for \_\_\_\_\_ (% or dollars)

Since the actual value is not always known at the time of gifting, if you are specifying dollar amounts, please write the word "remainder" in the line where you wish any surplus or shortage to be applied.

**Note 1** Morgan Stanley-Smith Barney will notify Interfaith Housing Association as to the actual value of the gift on the date it is received into the Interfaith Housing Association account. This will be the valuation included in your giving statement.

Signed: \_\_\_\_\_

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

To: Morgan Stanley-Smith Barney LLC  
Long Warf Maritime  
545 Long Warf Drive  
New Haven, CT 06511  
Attention: Robert Ceccarelli

Enclosed are \_\_\_\_\_ shares of \_\_\_\_\_ which I am gifting to the Interfaith Housing Association.

Sincerely,