



## INSTRUCTIONS FOR MAKING A GIFT OF STOCK, MUTUAL FUNDS, OR CASH

This document gives instructions for two methods to give to AIM:

1. Gifting securities through **Haverford Trust Company (HTC)**
2. Gifting mutual funds through **Wells Fargo**
3. Gifting cash through **WSFS**

### **1. Gifting securities through Haverford Trust Company**

AIM's direct contact at Haverford Trust Company is Jeremy Levin: (610)-995-8752, [jlevin@haverfordquality.com](mailto:jlevin@haverfordquality.com)

**IMPORTANT NOTE:** If your gift is a Mutual Fund, please contact Jeremy Levin ([jlevin@haverfordquality.com](mailto:jlevin@haverfordquality.com)) for specific instructions. The instructions below do not support Mutual Fund gifts.

#### **Step 1:** Notify AIM and Haverford Trust Company.

- The preferred notification method is to email the following people.
  - Joy Antonoplos ([jantonoplos@aimpa.org](mailto:jantonoplos@aimpa.org)/ 215-948-9335)
  - Cory Saunders ([csaunders@aimpa.org](mailto:csaunders@aimpa.org)/ 215-948-9339)
  - Mike Maxwell ([mmaxwell@haverfordquality.com](mailto:mmaxwell@haverfordquality.com)/ 610-995-8744)
  - Jeremy Levin ([jlevin@haverfordquality.com](mailto:jlevin@haverfordquality.com)/ 610-995-8752)
- In your email please include as much information as you can, including:
  - The name and contact information of your broker
  - The name of the stock
  - The number of shares you will be gifting
  - When the stock will be sent
  - The anticipated amount of the gift

Because electronically transferred gifts often do not indicate the owner of the assets, stocks sent without advance notice can be difficult to match to the donor(s).

#### **Step 2:** Provide the following information to your broker to transfer securities to AIM Academy:

##### **STOCK/ETF DELIVERIES:**

**DTC Participant #:** 2116 (Fifth Third Bank)

**Account Name:** THE HAVERFORD TRUST COMPANY

**Account Number:** 10039791203

**AIM Academy Tax ID:** 01-0849648

Please make sure to specify the **Fund** by providing one of the following account numbers:

- AIM Fund - #150000
- AIM Capital Campaign - #607000
- AIM Endowment Fund - #110000

**Step 3:** Gift Documentation

Once the gift is sent, please ask your broker to contact AIM with documentation about the value of the gift on the day the gift was sent. Your broker should email Joy Antonoplos ([jantonoplos@aimpa.org](mailto:jantonoplos@aimpa.org)) and Cory Saunders ([csaunders@aimpa.org](mailto:csaunders@aimpa.org)) with the following information:

- The date the gift was sent
- The high/low average on the day the gift was sent
- The value of the gift on the day the gift was sent

In the case of unlisted securities, the value of the gift must be determined through an independent appraisal provided by the donor.

AIM's Development Office will follow-up with a printed acknowledgement letter for tax purposes.

**2. Gifting mutual funds through Wells Fargo**

Please notify the AIM Development Office of your gift - Joy Antonoplos ([jantonoplos@aimpa.org](mailto:jantonoplos@aimpa.org)) and Cory Saunders ([csaunders@aimpa.org](mailto:csaunders@aimpa.org)). We will follow-up with you to contact your assets manager. We will need to confirm the value of the gift on the day it was sent.

Wells Fargo DTC Number: 0141  
WFCS: Client Name: Academy In Manayunk  
Account Number: 1767-9308

**3. Gifting cash through WSFS**

AIM also accepts cash donations through WSFS Bank. Please see the account details below.

**ACH DELIVERY INSTRUCTIONS:**

Account Name: The Academy in Manayunk  
ABA/Routing: 031100102  
Checking Account # 000000008647143