



## How to Make a Contribution to your Fund

Type of Gift	Instructions
<b>Checks</b>	Make checks payable to American Endowment Foundation and place your Fund ID or name on the memo line. Mail to: American Endowment Foundation, 5700 Darrow Rd., Suite 118 Hudson, OH 44236
<b>ACH</b>	Routing# 04 10 00124 Acct# 4244305765 You must indicate in the Acct # or Memo field the name of your Donor Advised Fund or your Fund ID
<b>Wire transfer of cash</b>	Provide these wire instructions to your financial institution: PNC Bank ABA Routing #041000124 For Credit to: American Endowment Foundation, Account #4244305765 Notify AEF to expect wire transfer. In order to process properly, AEF will need to know the wire amount, name of the wiring institution, and name of your Donor Advised Fund.
<b>Stock or Mutual Funds-electronic transfer</b>	The Financial Advisor will need to submit the appropriate transfer forms (ex. third party transfer, journal entry or custodian specific gift form). These forms may need to be signature guaranteed. <b>Notify AEF to expect transfer prior to the transfer of assets.</b>
<b>Stock-physical certificates</b>	Contact AEF for details.
<b>Life insurance policies</b>	Contact agent or insurance company for procedure. AEF should be listed as sole owner and beneficiary of policy. <b>Notify AEF to expect gift.</b>
<b>Closely-held stock limited partnerships, or LLC units</b>	Contact AEF for details.
<b>Real estate</b>	Contact AEF for details.
<b>Retirement assets</b>	Ask your IRA, 401k or 403B administrator for a change of beneficiary form Fill out and return, sending a copy to AEF.
<b>Bequest</b>	Contact your attorney to write or amend your will. <b>Notify AEF to expect gift.</b>