



P.O. Box 900 • Alcoa, TN 37701-0900

Phone: (865) 690-8124 • Toll-Free (833) 513-8935 • Fax: (865) 690-3162

FOUNDATION USE ONLY	
Account #:	_____
Account Type/Category:	_____
Date Received:	_____
Critical Date / Other:	_____

ACCOUNT INFORMATION SHEET

NAME OF ACCOUNT: _____

Participant (Church/Agency) Name: _____

Account Signer #1 / Title: _____ Statement Mailed? Yes No

Primary Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Account Signer #2 / Title: _____ Statement Mailed? Yes No

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

FREQUENCY OF STATEMENT:

Quarterly Annually Monthly

PURPOSE OF ACCOUNT:

Is this an Endowment? Yes No Is there a signed Agreement? Yes No

Are there donor restrictions on this fund? Yes No If yes, please explain or attach restrictions: _____

ALLOCATION OF INVESTMENT: (may select one or more choices for each account):

% Balanced Growth Fund % Short-Term Income Fund
 % Intermediate Income Fund % Equity Growth Fund

REINVEST ALL EARNINGS INTO:

% Balanced Growth Fund % Short-Term Income Fund
 % Intermediate Income Fund % Equity Growth Fund

DISTRIBUTION OPTIONS (NOTES: _____)

- A. Make no automatic distributions. We will contact you when a distribution is needed.
- B. Distribute ___ % FMV using 3yr. avg.* Annually Semi-Annually Quarterly
- C. Distribute Dividends and Interest: Annually Semi-Annually Quarterly
- D. Distribute: \$ _____ Annually Semi-Annually Quarterly

* We encourage an annual year-end valuation of endowments and a sliding scale of 0%-5% of a rolling three-year market value. Studies suggest that a 4% of a rolling three-year average will keep the real spending power of an endowment from decreasing due to inflation. We recommend that a separate spending account be established in the Foundation to annually move the approved spendable amount from the endowment.

The following individuals (up to two) are authorized to make written withdrawals or changes to the account:

Account Signer #1 / Title (Printed)	Signature	Date
Account Signer #2 / Title (Printed)	Signature	Date

Additional **deposits** to accounts should be **mailed** to our **ALCOA** address. Please make **checks payable** to: **HOLSTON FOUNDATION** and indicate the account name/number to which the deposit is to be made. Additional account forms, investment policy, investment performance, and other information are available on our website www.foundation.holston.org.