The Morton Arboretum | THE CHAMPION of TREES

4100 Illinois Route 53 • Lisle, IL 60532
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THE MORTON ARBORETUM
GIFT DELIVERY INSTRUCTIONS
For Mutual Funds

Last updated Nov. 10, 2026

GIFTS OF MUTUAL FUND SHARES

Donations (and the resulting transfers) of mutual fund shares are very different from more direct stock donations. It is a lengthier process (can take up to three weeks) and must be completed in a specific order, outlined below. To retain the tax-deductibility of the mutual fund donation, the Arboretum's financial steward (Principal) must set up a temporary shell account into which the donor/donor financial advisor can then transfer the mutual fund. Please contact devassist@mortonarb.org if you have questions or need assistance.

STEP ONE: Notifying Principal of Basic Mutual Fund Details

The donor/advisor sends the following details directly to Principal Financial Group and the Arboretum ***before initiating the transfer***.

1) Account Name + Number 3) CUSIP Number 4) Asset Name and Ticker 5) Number of Shares

Email these details to all three of these email addresses:
pcstexascsc@principal.com, liles.kaitlyn@principal.com, devassist@mortonarb.org

STEP TWO: Principal Confirms Shell Account is Established

Once initial details have been received, Principal will confirm when the shell account is ready so the donor/advisor can initiate the transfer.

STEP THREE: Principal Confirms Value to the Arboretum

Principal notifies the Arboretum's finance and development offices that the fund has been received and sold, and provides the resulting value.

STEP FOUR: Arboretum Confirms Receipt to the Donor

The Arboretum's staff confirms to the donor/advisor that the transaction is complete and the value of the transactions received by the Arboretum. A donor acknowledgment letter will have been issued prior to this point but will not confirm any donation amount. The donor should consult their advisor regarding any tax deductibility confirmations.

The Morton Arboretum Contact

Sarah Thompson
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C: (614) 579-8172 (cell/text)
F: (630) 719-2421

Principal Financial Group Contact

Kaitlyn Liles P: (254) 265-6403
Client Service Spec - Trust & Custody F: (833) 695-2851
Please send to both emails: liles.kaitlyn@principal.com & pcstexascsc@principal.com Address:
RIS Principal Custody Solutions | Principal Financial Group | Waco, TX 76710