MAIRS & POWER
c/o U.S. Bank Global Fund Services
PO Box 219337
Kansas City, MO 64121-9337
Tel 800-304-7404

Instructions to Gift Shares to an Organization

To gift shares from your account to an organization, we ask that you review the following table to ensure you are completing the correct requirements based on your desired type of gift:

Type of Gift	**Change of Registration Form needed?**	**New Account Application needed?**
1. **Gift of shares – Organization holds direct account**	Yes	Yes
2. **Gift of Shares – Organization holds account at brokerage firm**	Yes	No
3. **Donor Advised Fund***	No	No

*Transfers to a Donor Advised Fund must be initiated by receiving brokerage firm. Contact your brokerage firm.

1. Gift of shares – Organization holds direct account

To gift shares to an organization that wishes to hold the shares directly with the Mairs & Power Funds, we ask that you provide the following:

- A signature guaranteed Change of Registration Form signed by all account owners.

Additionally, we will need the organization receiving the gift to provide the following:

- A completed and signed Entity Account Application.
- Entity documentation that substantiates the existence of the organization.
- A current list of authorized signers.

2. Gift of Shares – Organization holds account at brokerage firm

To gift shares to an organization that holds their account through a brokerage, we ask that you provide the following:

- A signature guaranteed Change of Registration Form signed by all account owners.
- The brokerage firm's BIN/House Account/Omnibus account
  - The organization receiving the gift may need to reach out to their advisor at the brokerage to obtain this information via their back office.
  - Note: This receiving account is different than the organization's account number at the brokerage.

The Mairs & Power Funds are not ACATS or DTCC eligible. Please note if we receive a pre-printed delivery instruction sheet there may be a delay in processing the request as we may need to reach out to the underlying broker to request a receiving account be established with the Fund.

Once the gift transfer is completed, we suggest the organization contact the underlying broker so the shares can be located and applied appropriately.

3. Donor Advised Fund

Please be aware the request to transfer to a Donor Advised Fund must be initiated with the broker dealer holding the Donor Advised Fund. We ask your brokerage firm provide the following:

- Signature Guaranteed transfer paperwork that includes delivery instructions such as a BIN/House Account/Omnibus account.

The Mairs & Power Funds are not ACATS or DTCC eligible.

We suggest contacting your broker dealer and to explain your wish to donate shares from a mutual fund account held at a Transfer agent. The process is different than transferring from brokerage firm to brokerage firm.

The signature guarantee requirement is to protect against unauthorized requests by assuring the required signatures are genuine. A signature guarantee can be obtained at many commercial banks, credit unions, savings associations, or broker-dealers. A notary public is unable to provide an acceptable guarantee.

A Change of Registration Form and Entity Account Application are enclosed. Please return all requested documentation in the enclosed envelope.

If you have any questions, please contact a Shareholder Services Representative at (800) 304-7404. Shareholder Services Representatives are available Monday to Friday from 8:00 a.m. to 7:00 p.m. CT.