

**THE HOLSTON CONFERENCE OF THE UNITED  
METHODIST CHURCH FOUNDATION, INC.**

P.O. Box 900  
Alcoa, TN 37701-0900  
Phone: (865) 690-8124  
Toll-Free (866) 690-4080  
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: \_\_\_\_\_

Primary Contact/Title: \_\_\_\_\_ Statement Mailed?  Yes  No

Primary Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Secondary Contact/Title: \_\_\_\_\_ Statement Mailed?  Yes  No

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**FREQUENCY OF STATEMENT:**

Quarterly  Annual  Other (\_\_\_\_\_)

**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  % Money Market Fund  
 % Intermediate Income Fund  % Equity Growth Fund

\*If more than one investment choice is selected please automatically rebalance at least annually  Yes  No

**REINVEST ALL EARNINGS INTO:**

Balanced Growth Fund  Short-Term Income Fund  Money Market 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  % Fair Market Value:\*  Annually  Semi-Annually  Quarterly Date (s) \_\_\_\_\_
- C. Distribute Dividends and Interest:  Annually  Semi-Annually  Quarterly Date (s) \_\_\_\_\_
- D. Distribute: \$ \_\_\_\_\_  Annually  Semi-Annually  Quarterly Date (s) \_\_\_\_\_

\* 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:

_____ Printed Name / Title	_____ Signature	_____ Date
_____ Printed Name / Title	_____ Signature	_____ Date

Additional **deposits** to accounts should be **mailed** to our **ALCOA** address. Please make **checks payable** to: **THE HOLSTON CONFERENCE 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.holston.org/foundation](http://www.holston.org/foundation).