

Program Guidelines

The following document outlines the Guidelines that govern the Bank of America Charitable Gift Fund ("Charitable Gift Fund") including contributions, grant recommendations, investments, fund reporting and tax information, and fees. Please let us know if you have questions that are not answered by these Guidelines. Charitable Gift Fund Specialists can be reached at 888.703.2345. Additional information about the Charitable Gift Fund is also available at <http://www.bankofamerica.com/donoradvised>.

Important: The Charitable Gift Fund Program Guidelines (the "Program Guidelines") are designed to provide general information about the Charitable Gift Fund. Information contained in the Program Guidelines or on any of its related documents/forms, web-sites is not intended to constitute legal, tax or investment advice. We suggest that you consult your personal tax or legal advisor before making tax-related or investment decisions. This information should not be deemed an offer or solicitation with respect to the sale or purchase of securities.

CONTRIBUTIONS TO THE CHARITABLE GIFT FUND

The Charitable Gift Fund is a public charity as described in the Internal Revenue Code of 1986, as amended (the "Code"). (Please see Code sections 501(c)(3), 509(a)(1) and 170 (b)(1)(A)(vi)).

The minimum initial contribution to the Charitable Gift Fund is \$25,000, while the minimum amount for subsequent contributions is \$250. Contributions to the Charitable Gift Fund are an irrevocable gift. Contributions can be accepted in the form of cash, mutual fund shares or listed securities. Under certain circumstances, other securities (including restricted stock and closely held business interests) and other non-financial assets may be accepted as donations in the sole discretion of Bank of America, N.A., which serves as the Trustee of the Charitable Gift Fund (Bank of America, N.A. is hereinafter referred to in such capacity as the "Trustee").

The Charitable Gift Fund is governed by the Bank of America Charitable Gift Fund Trust Document (the "Trust Document") under which Bank of America, N.A. is the named Trustee. All activities of the Charitable Gift Fund are subject to the Trustee's discretion directly or through Bank of America employees and/or other agents.

A completed Charitable Gift Fund Donor Application must accompany all first-time contributions. If you (the "Donor") work with a Merrill financial advisor or Bank of America Private Bank advisor, a signed original application is required to open a donor advised fund. General Donors (those not affiliated with a Merrill or Bank of America Private Bank associate) can submit the application online at <http://www.bankofamerica.com/donoradvised>. The Charitable Gift Fund does not permit the naming of a fund as a foundation or trust as these are separate charitable vehicles governed by different rules and regulations. This signed original application must be delivered to the Charitable Gift Fund. The Trustee of the Charitable Gift Fund reserves the right to reject any new account or any donor.

Trustee review and confirmation of contributions — Any contribution accepted by the Trustee is an **irrevocable contribution** to the Charitable Gift Fund. Contributions to the Charitable Gift Fund are not refundable. The Donor retains only the advisory privileges set forth in these Guidelines.

All accounts and contributions are subject to review and approval by the Trustee of the Charitable Gift Fund prior to acceptance. Contributions not accepted will be returned to the Donor in a timely manner. Initial contributions of cash, securities or other assets from new donors to the Charitable Gift Fund may take additional time for approval. The Charitable Gift Fund will provide written confirmation upon acceptance of any contribution. If your contribution is in cash or marketable securities, your confirmation will include the value of your contribution for tax reporting purposes. The gift receipt is issued at the time the contribution is processed. We request that you report any possible errors immediately to the Charitable Gift Fund. The Charitable Gift Fund is unable to provide you with a value for securities that are not publicly traded. For federal tax purposes, Donors must obtain an independent appraisal of such securities having a value of \$10,000 or more. Even when the value is less than \$10,000, an appraisal is recommended. The Charitable Gift Fund does not receipt for tax purposes the gift until the gift is processed. Accordingly, Donors should plan for adequate time to process their gifts when trying to capture a charitable tax deduction at year end. If an account is opened but no contributions are received and accepted within a 90-day period, the Trustee of the Charitable Gift Fund reserves the right to close the account.

Delivery of cash contributions — Cash contributions must be in U.S. dollars and may be delivered by check or wire transfer. Checks should be made payable to the Bank of America Charitable Gift Fund and delivered to Bank of America Charitable Gift Fund, 100 Federal Street, MA1-225-04-02, Boston, MA 02110. The Charitable Gift Fund will generally process cash contributions received by the Charitable Gift Fund the same business day, provided all paperwork is in order.

Delivery of securities - After all paperwork is received in good order and has been approved by the Trustee of the Charitable Gift Fund, contributions (other than non-publicly traded securities) will be sold the business day following receipt or as soon as practical. All gifts to the CGF are irrevocable. Once the asset is sent to the CGF and sold, there is no ability to return or unwind the trade (unless it is thinly traded stock which requires Trustee approval, a selling plan, and possible Put Option agreement). The net proceeds realized will be invested according to the investment objective the Donor has recommended. As the value of your charitable deduction is determined on the date the Charitable Gift Fund receives your contribution, depending on the securities markets at the time, the proceeds realized for reinvestment may differ from the amount of your deduction.

Following receipt of securities and liquidation of the assets into the Donor's specific donor advised fund account, any additional income or dividends received in excess of \$250 will be distributed directly to the Donor's account. Any residuals below \$250 or less will be transferred to the Charitable Gift Fund's General Fund (the "General Fund"). Assets within the General Fund are directed in the sole discretion of the Trustee and are used annually for charitable purposes.

Yearend deadlines for asset transfers and other transactions apply from October 1st through December 31st. The Gift Fund provides year end deadlines outlining all applicable dates. In addition, processing of securities and assets at year end may be delayed. Please consult your advisor or a Charitable Gift Fund Specialist.

Delivery of specialty assets – Specialty assets, including publicly traded stock which is thinly traded, restricted and closely held business interests, real estate, timberland, farms, ranches, gas, oil, and mineral rights, are permissible but are approved on a case by case basis in the sole discretion of the Trustee. The minimum to gift non -publically traded financial assets (with the exception of real estate) is \$500,000. Please note, some transactions may include additional fees. Since the acceptance and receipt of assets of this nature can be complex, conversations should begin well in advance of any deadline or desired timeframe to complete the transaction.

Testamentary gifts and gifts from trusts and Individual Retirement Accounts — The Charitable Gift Fund may be named the beneficiary of a bequest of cash or securities, including mutual fund shares. . The Charitable Gift Fund may also be named the beneficiary of a charitable remainder trust, charitable lead trust, Individual Retirement Account (IRA) or life insurance policy. Please have your attorney contact a Charitable Gift Fund Specialist to request suggested language for gifts to the Charitable Gift Fund through bequests, charitable remainder trusts, charitable lead trusts, IRAs and life insurance. The Charitable Gift Fund Specialists do not give tax advice. Please consult with your independent tax and legal advisors concerning your particular tax and estate planning situation.

Contributions from an Individual Retirement Account— The Charitable Gift Fund can accept contributions from Individual Retirement Accounts. Please note, however, if the donor is making a current lifetime distribution, i.e. not at death, distributions from an IRA to the donor advised fund do not constitute "qualified charitable distributions" excludable from the donor's income. This is because federal law specifically excludes donor advised funds (as well as certain other public charities) from being eligible to receive qualifying charitable distributions. Rather, such IRA distribution would be includible in the donor's taxable income and then the donor would need to file for an offsetting charitable deduction. As such, donors should consult their tax and legal advisors to determine whether to proceed in light of their overall tax situation.

Third party Contributions – Third parties can make contributions to a Charitable Gift Fund account and will receive a receipt for their donation for tax reporting purposes but will have no advisory privileges with respect to such Charitable Gift Fund account.

GRANT RECOMMENDATIONS

Authorized individuals may recommend charitable organizations to which grants may be made from the Charitable Gift Fund. Grant recommendations can be completed online or via the Grant Recommendation Form. Grants submitted in paper form may be subject to additional processing time. Paper Grant Recommendation Forms may also be faxed or scanned and emailed if the grant recommendation is for less than \$250,000. All grant recommendations must be reviewed and approved by the Charitable Gift Fund. This review will include verification that the recommended charitable recipient is a charity organized in the United States and described in Section 170 (b)(1)(A) of the Code, including religious, educational, hospital or medical research, governmental entities, as well as public charities that are described in Code Sections 501(c)(3) and 509(a)(1), (2), or (3) ("Qualified Organization."). Grants to organizations where the Internal Revenue Service requires expenditure responsibility will not be approved; i.e., charities designated as a Private Non-Operating Foundation as well as 509(a)(3) functionally non-integrated organizations. If the grant recommendation is approved, the Charitable Gift Fund will distribute the grant directly to the recommended charitable organization and notify you accordingly. If the Charitable Gift Fund does not accept a recommendation, the Trustee will notify you or your financial advisor.

Year-end deadlines for grant recommendations apply from October 1st through December 31st. The Charitable Gift Fund provides year-end deadlines outlining all applicable dates. In addition, grant processing time will be extended during the final calendar quarter of the year. Please consult your advisor or a Charitable Gift Fund Specialist.

Minimum Grant Recommendation Amount — The minimum amount for each grant recommendation to individual charitable organizations is \$250, or the balance of the account, whichever is less.

CHARITABLE GIFT FUND GRANTS

Grants to Public Charities — Grants can only be made to Qualified Organizations as defined above.

Other Restrictions on Grants — Grants may not be used in whole or in part to satisfy a legally binding pledge or personal obligation, or commitment. Grants may not be used to provide any private benefit (such as school tuition, membership fees, athletic funds that provide points or benefits, or support for designated individuals including scholarships), dues, benefit tickets, items purchased at charitable auctions or sponsorships that include tickets or entrée to an event; nor where the Donor(s), advisor(s) and/or other Disqualified Individuals (as used in the tax code) receive more than an incidental benefit; nor may grants be used for lobbying, political contributions or to support political campaign activities; nor for payments of services. Please note as well that the Charitable Gift Fund does not allow for splits, i.e. subtracting out the non-deductible from the deductible piece of the grant. The basis for the prohibition regarding splits is the private benefit and excess benefit rules that apply to public charities. The underlying rationale is that the ability to enjoy the private benefit would not occur without the access to the event provided by the charitable expense. This is the industry standard for donor advised funds.

The Charitable Gift Fund will reject grant recommendations for improper purposes and will take remedial action if it discovers that grants have been made for improper purposes. Grants that benefit individuals, the donor or fund advisors and/or anyone who would be deemed a disqualified person, are prohibited. Please be advised, the Donor and/or Authorized Advisor may be required to take remedial action and/or indemnify the Trustee, the Charitable Gift Fund and/or the specific donor advised fund account for failure to accurately represent information in a Grant Recommendation Form or other prohibited activity.

Recommendations for grants to international organizations will not be accepted. However, Donors may make grant recommendations to Qualified Organizations organized in the U.S. that function as intermediary organizations facilitating international charitable giving.

Contributions must be fully processed and attributed to your fund before grant recommendations are processed. This may take several weeks. If your account is invested in an objective other than Principal Preservation, processing time may be extended to ensure liquidity. Please contact the Charitable Gift Fund if you would like to change your investment objective.

Number of Grants — The Charitable Gift Fund generally allows unlimited grant activity; however, the Trustee reserves the right to charge additional fees for extraordinary services including an unusually high volume of grants.

General Fund — The General Fund is the Charitable Gift Fund's permanent endowment fund. Contributions to the General Fund will be used by the Charitable Gift Fund to enhance the endowment from which grants will be made to support charitable causes. On an annual basis, in the sole discretion of the Trustee, grants are made from the General Fund for charitable purposes. While individual donors may not make recommendations for grants from this General Fund to charities, they may recommend that grants be made from their Charitable Gift Fund account to the General Fund.

Grant Checks and Confirmations — All grants will be issued on checks bearing the name of Bank of America and the Charitable Gift Fund and will only be delivered directly to the legal mailing address for the charitable organization. The check and letter from the Charitable Gift Fund will be sent to the charitable organization for each grant check. Grant checks are only sent via regular United States Postal Service. This letter will specify the account name and the name of the Donor(s) recommending the grant unless anonymity is requested by the Donor(s). After a recommended grant is made, the Donor(s) or advisor(s) will receive a written confirmation from the Charitable Gift Fund. Grants are not deductible for federal income tax purposes.

Timing of Grant Distributions — The Charitable Gift Fund will generally process grants within ten (10) business days provided that no due diligence is required, the account has sufficient liquidity and no other delaying factors apply. Grant recommendations for which additional information is required from a charitable organization will be processed as soon as practicable after the required information is received. Upon receipt and approval of the Donor's grant recommendation, the grant will be made on a timely basis. Grants for each fund are fulfilled in the order in which they are received by the Charitable Gift Fund, regardless of whether the grant was recommended by the primary Donor or Advisor.

If a recommendation is to distribute an entire fund balance, be advised that investment values may change between the time of the recommendation and the distribution. Please also be advised that a recommendation to distribute the entire balance of a fund may require additional processing time. For instance, if a recommendation is to distribute an entire fund balance near the end of a month, please note the grant recommendation will not be processed until after the current month's fees are processed during the subsequent month. Fees are processed mid-month and are collected in arrears.

Anonymous Grants Donors may request their grant recommendation be made anonymously to the recommended charitable organization. Both the Donor name and/or the name of the Donor's Gift Fund account will remain anonymous, if requested.

Trust Distribution Policy — The Charitable Gift Fund's formal distribution policy requires that minimum annual grants on an overall basis must be equal to total net income earned by the Charitable Gift Fund. Future changes in the law governing donor advised funds or a change in the distribution pattern of granting by donors may require the Charitable Gift Fund to alter its policy. This may include minimum grant activity on a per account basis.

ADVISOR AND SUCCESSOR DESIGNATION OPTIONS

Donor(s) may designate one or more individuals to be assigned advisory privileges associated with the Charitable Gift Fund account. Donor(s) may add or remove Advisors and/or Successors at any time to their donor advised fund. The Charitable Gift Fund requires a signed original Advisor and/or Successor Form to implement these changes. .

An Advisor has all the powers that the Donor has during the Donor's life to the donor advised fund, including granting ability, investment reallocation, and naming of successors. Advisors hold these privileges only during the lifetime of the Donor(s). If an account is held jointly, upon the death of one Donor, the surviving donor would continue to be able to recommend grants and change the investment strategy of the fund.

A Successor takes on these advisory privileges only upon the passing of the initial Donor(s). To ensure that an Advisor is able to continue their advisory privileges once the Donor(s) have passed, they must be named as both an Advisor and Successor. Please note the succession plan must in place on the fund prior to the death of the Donor(s) as the Gift Fund cannot honor succession or beneficiary plans outlined in a will, trust, or other estate planning documents.

After providing written notification and a copy of a death certificate, the Successor will succeed to all privileges and duties of the Donor, including the ability to recommend subsequent grants and name a subsequent Successor. If the Successor is a minor, and an action is required on the account the Trustee will require that the minor's legal guardian act on behalf of the minor. Instead of choosing a Successor, a Donor may recommend that one or more

Qualified Organizations (subject to the review and approval by the Trustee of the Charitable Gift Fund) receive the proceeds of the account (in one lump sum payment) upon notification provided to the Charitable Gift Fund of the Donor's death.

If an account does not have an individual(s) designated as Successor or did not identify Qualified Organization(s) to receive the remaining fund assets, upon the death of the last remaining Donor and/or Advisor, the Trustee will distribute the proceeds to the General Fund.

CHARITABLE GIFT FUND INVESTMENTS

At the time you establish a Charitable Gift Fund account, you will be asked to recommend one of eight objectives for the account, a money market fund and seven investment objectives. You may choose from passively managed portfolios utilizing primarily top-tier exchange traded funds based on benchmark adherence or sustainable portfolios that include separately managed accounts (SMAs).

An objective should be recommended to the Charitable Gift Fund based on your expectation of the fund account's timeline and purpose. You may recommend a new objective for your account four times per calendar year but no more frequently than once every 30 days. Please note, initial funding of your account is considered an investment reallocation and is subject to a one-month holding period.

A description of each of the eight objectives is provided below:

Principal preservation — This approach emphasizes short-term cash investments. Income is moderate to low and varies as short-term interest rates change. Although there is no capital appreciation, account growth can be achieved through income accumulation and reinvestment. Protection against inflations is of little or no concern.

All fixed income — This objective emphasizes current income generation. Due to its focus on fixed income securities, and other appropriate asset classes, general stability of principal value should be obtained, but is not guaranteed.

Current income — This objective focuses on current income generation with a modest potential for capital appreciation. Investments are primarily in fixed income securities, with a modest allocation to equities and, where appropriate, other asset classes.

Balanced income — This objective focuses on current income generation with a secondary focus on capital appreciation through a higher allocation to fixed income than equities, and, where appropriate, other asset classes.

Balanced — This objective offers the potential for both current income and capital appreciation, with corresponding allocations to fixed income and equities, and where appropriate, other asset classes.

Balanced return — This objective focuses on capital appreciation with a secondary focus on current income through a higher allocation to equities than fixed income, and where appropriate, other asset classes.

Balanced appreciation — This objective focuses on capital appreciation with a potential for current income through a higher allocation to equities than fixed income, and where appropriate, other asset classes.

Appreciation — This objective emphasizes capital appreciation with a modest potential for current income generation. Investments are primarily in equities with a modest allocation to fixed income securities, and where appropriate, other asset classes.

FUND REPORTING AND TAX INFORMATION

Account records and tax reporting — The Charitable Gift Fund will provide you with quarterly reports of account holdings either online or by mail, as well as confirmations of contributions and grants. Contribution confirmations will also show the date of receipt and the fair market value (average of the high and low of the day the shares were received) of contributions of cash or publicly traded securities and will serve as a legal tax receipt. The gift receipt is issued directly to the source of the funding. The Charitable Gift Fund is unable to provide a value for securities that are not publicly traded. Any fair market value listed on a confirmation is a good faith determination on the part of the Charitable Gift Fund. We recommend that you consult with your tax advisors before taking any charitable deduction.

Itemized deductions for contributions to the Charitable Gift Fund — Subject to certain limitations, you are eligible to deduct your gift to the Charitable Gift Fund for federal income tax purposes as a contribution to a public charity on the date the contribution is received by the Charitable Gift Fund. Please notify the Charitable Gift Fund before making any contributions. While you should consult your tax advisor to review your personal tax circumstances, according to the IRS Publication 526 the following information may be useful regarding the amount of your deduction as it is affected by the type of asset contributed to the Charitable Gift Fund:

Cash contributions — Your deduction will equal the amount of cash contribution made to and received by the Charitable Gift Fund.

Contributions of publicly traded securities — For Publicly traded securities held for more than one year, your deduction will equal the mean of the high and low prices reported on the date the contribution is received by the Charitable Gift Fund. For Mutual fund shares held for more than one year, your deduction will equal the closing price on the date the contribution is received. For Securities or mutual fund shares held for one year or less, the deduction is for the lesser of your cost basis or fair market value.

Contributions of securities that are not publicly traded — According to the IRS, for securities that are not publicly traded which have been held for more than one year, the deduction to be reported will equal the fair market value, as determined by the Donor, in a reasonable manner on the date the contribution is received by the Charitable Gift Fund. Securities held for one year or less, are deductible at the lesser of the Donor's cost basis or fair market value. You will be required to obtain a qualified appraisal for any such contributed property for which you will claim a deduction of more than \$5,000 (\$10,000 for a gift of stock that is not publicly traded) and that appraisal must be summarized on the Form 8283 attached to your federal tax return for the year of gift. If the securities are sold or otherwise disposed of by the Charitable Gift Fund within three years of the date of gift, the Charitable Gift Fund is required to file the Form 8282 with the IRS to report the sale price and to provide the Donor with a copy. It is the practice of the Charitable Gift Fund to sell all contributed securities as soon as practicable following receipt.

Deductions as a percentage of Adjusted Gross Income — Individuals may deduct cash contributions to the Charitable Gift Fund up to a limit of 60% of Adjusted Gross Income ("AGI") in the tax year in which the contribution is made. Deductions for contributions to the Charitable Gift Fund of appreciated securities or other appreciated capital assets held for more than one year are permitted to a maximum limit of 30% of AGI. Any excess amount may generally be carried forward and deducted in the five-year period following the year the contribution is made. A Donor's ability to take such itemized deductions may be subject to certain other restrictions. Please contact your tax advisor for specific guidance, related to your own circumstances.

Grants are not eligible for deduction — Once you have made your tax-deductible gift to the Charitable Gift Fund, no further deductions for that specific gift are allowed. For example, when the Charitable Gift Fund makes a recommended grant to a qualified charitable organization, the Charitable Gift Fund is granting its own assets. Donors will not be eligible to claim an additional charitable deduction in the amount of these grants.

Income earned by the Charitable Gift Fund — Income that accrues to your account within the Charitable Gift Fund is income to the Charitable Gift Fund. It is not income to the Donor(s) and is not available as a charitable tax deduction. Accumulated income may be distributed by the Charitable Gift Fund to qualified organizations as grants upon your recommendation.

Estate and probate considerations — Contributions made during lifetime to the Charitable Gift Fund and any earnings related to your contribution are not part of your taxable estate and are not subject to probate.

FEES AND CHARGES TO DONOR ACCOUNTS

Fees are comprised of the general administrative fee (based on account balance at the end of the previous month) plus the investment expenses (determined by the strategy selected). These are annualized and charged monthly. Fees are reflected under expenses on the quarterly statements.

General Administrative Charges

Charitable Gift Fund accounts will be charged an annual fee for general administrative services as shown below on the point in scale schedule.

Fees assessed on total market value of account

\$0 - \$100,000.....	0.90%
\$100,001 - \$500,000.....	0.75%
\$500,001 - \$1,000,000.....	0.50%
\$1,000,001 - \$2,500,000.....	0.35%
\$2,500,001 - \$5,000,000.....	0.25%
\$5,000,001 - \$20,000,000.....	0.15%
\$20,000,001 plus.....	0.10%

The above schedule represents fees for administrative functions performed on behalf of the account and does not include an investment management charge. The investment management fee will be charged separately.

The Charitable Gift Fund may pay fees to Bank of America for administrative services and Bank of America may in turn pay and allocate a portion of these fees to Bank of America Private Bank advisors and/or Merrill financial advisors for certain investment advisory commissions. These allocable fees paid by Bank of America are deducted from the administrative fee schedule and related investment advisory fees.

Investment Expenses

Investments are charged an annual investment management fee by Bank of America Private Bank of 0.12%; one-twelfth of this fee is charged monthly based upon the market value of investments in the Donor's Charitable Gift Fund account. The cash positions within each investment objective are held in the BlackRock T-Fund (TSTXX). The total investment management fee charged to an investment objective may vary due to construction of the portfolio. In addition to the investment management fee, Donor accounts are assessed fund fees by the mutual funds, ETFs, and separately managed accounts comprising the account's investment portfolio. Examples of this fee structure and estimates of the breakdown of the investment management fee and the fund level fee that may be charged to a Donor's account are provided in the chart below. Estimates of the fees are calculated using a weighted, blended average of the funds and investment management fees for the funds in each investment objective. The fee rates reflected on that chart are for illustration purposes only, and are estimates based on investment objectives and on fund fees as of January 2021 and are effective beginning March 8, 2021:

Approximate Annual Fee (Percent of Market Value)

Annual Investment Fees	Sustainable			Passive		
	Estimated Fund Fees	Private Bank Investment Management Fee	Estimated Total	Estimated Fund Fees	Private Bank Investment Management Fee	Estimated Total
Principal Preservation	0.17%	0.12%	0.29%	---	---	---
All Fixed Income	0.08%	0.12%	0.20%	0.07%	0.12%	0.19%
Current Income	0.11%	0.12%	0.23%	0.07%	0.12%	0.19%
Balanced Income	0.10%	0.12%	0.22%	0.08%	0.12%	0.20%
Balanced	0.11%	0.12%	0.23%	0.08%	0.12%	0.20%
Balanced Return	0.12%	0.12%	0.24%	0.08%	0.12%	0.20%
Balanced Appreciation	0.12%	0.12%	0.24%	0.09%	0.12%	0.21%
Appreciation	0.13%	0.12%	0.25%	0.09%	0.12%	0.21%

Additional Charges — A special service charge may be applied in cases of extraordinary service requirements or unusual expenses, including, but not limited to, attorney fees related to and for account activities. In addition, an account is responsible for payment of any taxes attributable to account activities. The Trustee will assess any charges incurred by the Trustee for special services, unusual expenses or taxes to the account receiving the services or generating the charges and/or taxes. Please be advised, there may also be remedial action and/or indemnification required from the Donor and/or Advisor based on their failure to accurately represent information in a Grant Recommendation Form or other prohibited activity.

Minimum account balance — If an account balance falls below \$250 the Donor will receive a notice from the Charitable Gift Fund. The donor will have 90 days to add a minimum of \$250 to the account. If the Donor fails to do so the Trustee reserves the right to transfer the remainder of the account into the General Fund.

Account Closing – If the final grant recommendation is made to close an account near the end of a month, please note the grant recommendation will not be processed until after the current month's fees are processed during the subsequent month. Fees are processed mid-month and are collected in arrears.

After a recommendation to distribute the entire fund balance has been honored, any residual cash received in excess of \$250 will be distributed to the last grant recipient. Any balance of \$250 or less will be transferred to the General Fund.

Minimum Activity — If a Donor's account is dormant for five years, with neither contributions nor grant recommendations, the Charitable Gift Fund will attempt to contact the Donor(s) or Advisor(s) to provide the opportunity to make grant recommendations or contributions. If the Donor(s) or Advisor(s) do not do so or if no Donor or Advisor is then acting, the Charitable Gift Fund will transfer the account to the General Fund.

Termination — If a Donor's advisory rights are terminated for any reason by the Charitable Gift Fund, the Donor may make a grant recommendation to a charitable organization or grant the remainder to another donor advised fund in each case after payment of all applicable fees and charges. If the Donor fails to do so, the fund account assets will be transferred to the General Fund. The right to terminate is in the sole discretion of the Charitable Gift Fund.

Modification – All activities of the Charitable Gift Fund and participation by its Donors are governed by the Trust Document. The relationship between Donors and the Trustee of the Charitable Gift Fund is established in the Trust Document. In the event of any inconsistency between the terms of these Program Guidelines and the Trust Document, the terms of the Trust Document will govern. The Charitable Gift Fund Trustee reserves the right to modify the Trust Document or these Guidelines at any time. All modifications to the Trust Document or the Program Guidelines will govern both existing and new Donor accounts. The Charitable Gift Fund is currently administered by personnel in the Philanthropic Solutions group at Bank of America.

Institutional Investments & Philanthropic Solutions (“Philanthropic Solutions”) is part of Bank of America Private Bank, a division of Bank of America, N.A., Member FDIC, and a wholly-owned subsidiary of Bank of America Corporation (“BofA Corp.”). Trust and fiduciary services and other banking products are provided by wholly-owned banking affiliates of BofA Corp., including Bank of America, N.A. Brokerage services may be performed by wholly-owned brokerage affiliates of BofA Corp., including Merrill Lynch, Pierce, Fenner & Smith Incorporated (“MLPF&S”).

Certain Bank of America Private Bank associates are registered representatives with MLPF&S and may assist you with investment products and services provided through MLPF&S and other nonbank investment affiliates. MLPF&S is a registered broker-dealer, registered investment adviser, Member SIPC, and a wholly-owned subsidiary of BofA Corp.

Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
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