

Instructions for Making a Gift of Securities to the Church



Gifts of appreciated securities such as shares of stock, mutual fund units, bonds or other securities offer significant tax advantages and are easy to make. Generally, contributions of appreciated securities held for more than one year are deductible at fair market value for up to 30 percent of your adjusted gross income and do not trigger any capital gains taxes on the appreciation.

Your contact information for making a gift of stock or securities:

Ruth Hubert, Financial Secretary
St. Andrew's Episcopal Church
79 Denton Road
Wellesley, MA 02482

Phone: (781) 235-7310
Fax: (781) 235-0067
E-mail: ruth@standrewswellesley.org

Securities Held by Your Bank or Broker

It is usually best to transfer securities held by your bank or broker electronically (preferred method) to St. Andrew's via the Depository Trust Company (DTC) system.

Please instruct your bank or broker to transfer your gift of securities via DTC to our account as follows:

- First, provide written instructions about your gift to your bank or broker — e.g., stating your intent to make an irrevocable gift to St. Andrew's Episcopal Church, Wellesley, Massachusetts, the name of the stock and the number of shares or units to be transferred electronically, the purpose (e.g., current, prior or future year pledge payment) or designation (e.g., Capital Campaign Fund, Endowment Fund) of the gift, and the date by which the gift should be transferred. *Please ask your bank or broker to include your name and address in the DTC transfer instructions.*
- Second, instruct your bank or broker to contact Ruth Hubert (see contact information above) to alert St. Andrew's Church of your gift, and to obtain the (i) brokerage Account Number of St. Andrew's Church, and (ii) DTC Code.

- Third, notify Ruth Hubert (see contact information above) of the details of any securities sent electronically to ensure proper crediting and acknowledgement of your gift.

Mutual fund units cannot be sent electronically using the DTC system and thus may require a longer lead-time to ensure transfer by the end of the calendar year. Please check with your bank, broker or mutual fund company since the transaction time for transferring mutual fund units can be as long as six weeks due to sales restrictions and transfer procedures imposed by many mutual funds.

Securities Held by You

If you hold the stock or bond certificate(s) please contact Ruth Hubert (see contact information above) to obtain two forms – (i) an *Irrevocable Stock or Bond Power*, and (ii) a *Letter of Authorization to Deposit Stock and Bond Certificates*.

- First, send by registered mail, or deliver by hand, ***without any endorsement***, the stock or bond certificate(s) with a letter of transmittal, signed by the registered owner of the certificate(s), to Ruth Hubert (see contact information above) stating the intent to make an irrevocable gift to St. Andrew’s Episcopal Church, Wellesley, Massachusetts, the name of the stock and the number of shares or units to be transferred, the purpose (e.g., current, prior or future year pledge payment) or designation (e.g., Capital Campaign Fund, Endowment Fund) of the gift.
- Second, in a separate envelope, mail or deliver by hand both signed forms to Ruth Hubert (see contact information above). A separate, signed *Irrevocable Stock or Bond Power* and signed a *Letter of Authorization to Deposit Stock and Bond Certificates* is required for each separate security. A Medallion signature guarantee is required on each form to certify that your signature is genuine. You should sign each form in the presence of an authorized officer of a bank, brokerage firm, trust company, or other financial institution that participates in the Medallion signature guarantee program (note: a notary public cannot provide a signature guarantee). Only your signature, with the Medallion signature guarantee, is required on each form. Be sure to also include with a copy of your letter transmittal letter (above) that accompanied the certificate(s).

Acknowledgement and Receipt

As soon as we receive a security gift and match it to the donor, the Church will send an acknowledgment letter stating the nature of the gift, the gift valuation date, and the gift valuation amount. Our letter will not contain the verbiage required by the Internal Revenue Service to claim a tax deduction; rather, within 2-3 weeks, the Financial Secretary will send a follow-up receipt letter stating that no goods or services were exchanged for the security gift.

Gift Valuation Date

Your gift is valued on the day on which St. Andrew’s Church assumes ownership and control of the securities:

- The day the security is received in the brokerage account of St. Andrew's Church for electronic transfers through DTC,
- The day mutual fund units are deposited into the brokerage account of St. Andrew's Church or to a mutual fund account in its name,
- The postmark date on the envelope (if the certificate and the two signature guaranteed forms are sent of different dates, the later date will be used) if the physical certificate is sent by mail, or the day on which St. Andrew's takes physical possession of either the certificate or the two signature guaranteed forms, whichever is later, if the physical certificate and forms are hand delivered.

Gift Valuation Method

The value of a stock gift is calculated by averaging the high and low quoted selling prices for the stock as of the gift valuation date. The value of a bond gift is calculated by averaging the bid and asked prices for the bond as of the gift valuation date. The value of a mutual fund gift is calculated using the net asset value for the mutual fund as of the gift valuation date.

It is the responsibility of the donor to document the date of the gift and its value for tax purposes. If you intend to make a gift of stock, mutual fund units, bonds or other securities prior to the end of the calendar year, *allow three to six weeks processing time*, depending on the type of transfer — e.g., the transaction time for transferring mutual fund units can be as long as six weeks due to sales restrictions and transfer procedures imposed by many mutual funds. Please contact Ruth Hubert (see contact information above) as soon as possible so we may assist you with this process.

As always we thank you for your generous support.

St. Andrew's Episcopal Church is a religious organization and does not provide tax, legal, or financial advice. Any document or information shared by our staff is intended to be educational. Donors should seek counsel from their own tax, legal and financial advisors. Any tax advice contained in this communication is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or other matter addressed herein.