

## Making Charitable Security Donations

If you are faced with the pleasant problem of holding a security that has appreciated to the point that you don't want to sell it because of the Capital Gains Tax, we have an answer for you - donate that security to the church!

Gifts of securities can provide deductible charitable contributions **and** avoid the state and federal Capital Gains Tax. To qualify you must have held the security for at least one year, and you must transfer the security to the church (do not sell the security and transfer the proceeds).

This brochure outlines the basic steps for donating securities. If you need additional information, please see the St. Paul Treasurer or one of the Pastors.

### NOTES

Securities are considered donated on the date the certificate or bond power pass unconditionally from your control. For listed securities, the value of the gift is the market value of the stock or bond calculated by taking the mean between the high and low quotations on the date the gift is donated.

The church will provide a confirmation of the date of transfer, the value on the date of transfer (which is the amount that will be credited to your offering statement), the date and value of sale, and the fund to which the contribution is designated.

Be sure to consult with your tax advisor/ financial planner to fully understand the value of your gift and the tax implications of your personal situation.

## Situation A: Donating A Stock or Bond Certificate Held By Your Broker

If you would like to donate a stock or bond certificate that is kept for you by your broker, follow these steps:

- Instruct your broker to transfer the desired number of shares of the security to be donated to the brokerage account of St. Paul Evangelical Lutheran Church at Charles Schwab & Co., Inc. Account #76937503, DTC# 0164). This instruction can usually be done verbally, however some brokers may require a letter of instruction.
- Prepare a letter of intent to alert the church of your impending donation. (A sample letter is provided on the back of this brochure. It is not necessary to retype this letter. You can simply complete the required information on this sample form.)
- Deliver the letter of intent to St. Paul to the attention of the Treasurer or one of the Pastors before the transfer is to take place. This step ensures that the church is aware of your intentions before the transaction occurs, so that the account can be promptly settled.
- In all cases, the security will be sold immediately upon receipt.

## Situation B: Donating A Stock or Bond Certificate Held In Your Possession

If you would like to donate a stock or bond certificate kept in your possession, simply follow these steps:

- The stock or bond certificate should be endorsed on the back. It is preferable to endorse the certificate in blank (do not fill in the transfer information), as this expedites the actual transfer of ownership by our transfer agent.
- Include with the stock or bond certificate a letter of intent to make the gift. (A sample letter is provided on the back of this brochure. It is not necessary to retype this letter. You can simply complete the required information on this sample form.)
- Both the certificate and the letter must be signed in the presence of a banker or broker that can **guarantee** the signature (not witnessed or notarized).

Deliver your endorsed and guaranteed certificate, and the endorsed and guaranteed letter of intent, to St. Paul to the attention of the St. Paul Treasurer or one of the Pastors.

# St. Paul Evangelical Lutheran Church



PROVIDING SECURITY DONATIONS

## ***Taking Stock And Giving It***

**375 Lothrop  
Grosse Ponte Farms, Michigan**

**(313) 881-6670**

### **Letter of intent to make a gift of securities held by a broker**

To: St. Paul Evangelical Lutheran Church

Date: \_\_\_\_\_

This acknowledges my (our) intention and confirms my (our) actions undertaken to make an outright gift of \_\_\_\_\_ shares of the common stock of \_\_\_\_\_ to St. Paul Evangelical Lutheran Church, 375 Lothrop Road, Grosse Pointe Farms, Michigan.

This gift is to be credited to the \_\_\_\_\_ Fund of the Church.

I have instructed my broker to deliver the above referenced shares to the Church's account with Charles Schwab & Co., Inc. (Account # 76937503, DTC# 0164), on \_\_\_\_\_ date.  
Sincerely,

*Please provide your signature(s)*

### **Letter of intent to make a gift of securities held in your possession**

To: Banc One Securities Corporation

Date: \_\_\_\_\_

This acknowledges my (our) intention and confirms my (our) actions undertaken to make an outright gift of \_\_\_\_\_ shares of the common stock of \_\_\_\_\_ to St Paul Evangelical Lutheran Church, 375 Lothrop Road, Grosse Pointe Farms, Michigan.

This gift is to be credited to the \_\_\_\_\_ Fund of the Church.

I have delivered the referenced shares to the Church and I instruct you to take instructions regarding the disposition of the shares from the Church's representatives.

Sincerely,

*Please provide your signature(s), signed in the presence of, and guaranteed by, a banker or broker*