

**Giving Securities to IPC
October 2009**

If the security is in the custody of a broker

- 1) Authorize the broker to transfer the shares (or units of the mutual fund, or the value of the bonds, etc.) to Independent Presbyterian Church (IPC).
 - a. Our preferred method is to have the security electronically transferred to IPC's account at Scottrade. You can identify this account by giving the broker three pieces of information:
 - i. Account name: Independent Presbyterian Church
 - ii. DTC#: 0705,
 - iii. Account Number: 674 20 638.
 - b. A less desirable option is to have the security transferred to IPC's account at the brokerage. We have accounts at some, but not all, of the brokerages with local offices.

- 2) The broker will generally require written authorization to direct the shares to IPC. A suggested format:
On this date of _____, I, _____, transfer _____ number of shares of _____ to the Independent Presbyterian Church (IPC).

Please inform IPC that I would like this gift applied as follows:

_____ to my current pledge
_____ to next year's pledge
_____ as a special gift for _____

- 3) Please contact Beth Grauel (933-3718) or Jim Wooten (933-3705) at IPC to notify them and to provide any special instructions on applying the gift.

- 4) The value of your contribution will be calculated (per IRS guidelines) using the average of the high and low trading price on the day the security is credited to IPC's account. IPC will pay the costs of converting the gift to cash.

If the security is in the form of a certificate:

- 1) If the certificate is in the donor's name, the donor should sign and date the back of the certificate. **Do not fill out anything else.** When the certificate is delivered to IPC, the donor will be asked to complete the Scottrade Letter of Authorization & Third Party Release Form. If the donor requests securities back, a W-9 must be completed.

- 2) If the certificate is in IPC's name, do not sign the certificate.

- 3) In either case, please indicate how the gift should be applied, e.g., current pledge, future year pledge, special gift.

- 4) The value of the contribution will be calculated (per IRS guidelines) using the average of the high and low trading price on the day the certificate is transferred to IPC.