

**Giving Securities to IPC
2019**

If the security is in the custody of a broker

- 1) Authorize the broker to transfer the shares (or units of the fund) to Independent Presbyterian Church (IPC).
 - a. The preferred method is to have the security electronically transferred to IPC's account at TD Ameritrade. You can identify this account by giving the broker three pieces of information:
 - i. Account name: Independent Presbyterian Church
 - ii. DTC#: 0188,
 - iii. Account Number: 426 342528.
 - b. A less desirable option (because it usually costs more) is to have the security transferred to IPC's account at the donor's brokerage. IPC has 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 is:

On this date of _____, I, _____, transfer _____ shares of _____ to the Independent Presbyterian Church (IPC).

Please inform IPC of the date of this authorization and that I would like the gift applied as follows:

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

- 3) Either the broker or the donor should please contact Beth Grauel (933-3718) or Denise Moore (933-3705) at IPC to notify them of the transfer details, including date and any special instructions on applying the 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 security is received by IPC. IPC will pay the costs of converting the gift to cash.
- 5) Note that, when transferring shares electronically, the transfer may not complete on the same day it is authorized. IPC will calculate the value of the gift based on the date it is posted to our account. If you authorized the transfer on an earlier date, please let us know.

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 a LOA (Letter of Authority) 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.