

## **Making a Gift of Stock to Immanuel Lutheran Church**

Please inform Russ Carlson, the Parish Administrator, that a stock gift is being transferred so that we may facilitate the transfer and assure that you receive proper credit for your gift.

Phone: 651-699-5560

Email [rcarlson@ilcsp.org](mailto:rcarlson@ilcsp.org)

If full details are available, please provide instructions on our Stock Donation form

The donor's name does not always appear on the stock transfer information, so please ask your broker to add your name in the subject line of the transfer so that we can identify you and thank you.

Your tax treatment of this stock gift should be determined in consultation with your financial advisor. The amount of gift credit we give you is equal to the average of the high and low values of the stock on the date of the gift. The date of the gift is the date the stock is transferred into Immanuel's account.

**Please fill out the form below, and return to the church office.**

# Stock Gift Instructions to Immanuel

Name: \_\_\_\_\_

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

I wish to donate the following stock to Immanuel:

Company Name	Identifier (Ticker)	Number of shares
_____	_____	_____
_____	_____	_____
_____	_____	_____

Designation: I would like my gift to support Immanuel's

General Fund \_\_\_\_\_ (# shares, % total, or approximate value)

Capital Campaign \_\_\_\_\_ (# shares, % total, or approximate value)

Other (please indicate) \_\_\_\_\_ Amounts not specified will support Immanuel's General Fund

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Delivery Instructions

Please ask your broker to deliver shares to:

MorganStanleySmithBarney, DTC #0015  
 Immanuel Lutheran Church, Acct #390-109504  
 345 St. Peter Street, 1800 Landmark Tower  
 St. Paul, MN 55102-1637

Ask your broker to add your name in the subject line of the transfer so that we can identify you and thank you.

## OR

If you donate stock through Wells Fargo Shareholder Services, please reference Immanuel's account number on your stock transfer form:

Immanuel Lutheran Church  
 104 S. Snelling Avenue  
 St. Paul, MN 55105-1959  
 Acct # 4002018294

Please contact Russ Carlson with any questions: Phone: 651-699-5560 Email: [rcarlson@ilcsp.org](mailto:rcarlson@ilcsp.org)

Thank you very much!

### For office use

#### Enter Contribution

- 1) Date = Date received on broker statement \_\_\_\_\_
- 2) Contribution Batch = Stock
- 3) Share price on date received (per IRS)  
 high \_\_\_\_\_ low \_\_\_\_\_ average \_\_\_\_\_
- 4) Contribution Amount (=Fair Market Value per IRS):  
 # Shares \_\_\_\_\_ \* Avg price \_\_\_\_\_  
 = Contribution \$ \_\_\_\_\_
- 5) Designation  
 Gen Fund \_\_\_\_\_ Cap Campaign: \_\_\_\_\_  
  
 Other: \_\_\_\_\_

#### Post Stock Sale

- Date = Date Sold from trade confirmation \_\_\_\_\_
- 1) Transfer: transfer total contribution from stock to cash account \_\_\_\_\_
  - 2) Post Commission Expense = Total commissions & fees from confirmation \_\_\_\_\_
  - 3) Calculate and Post Gain / (Loss) on sale:  
 Gross proceeds from confirmation \_\_\_\_\_  
 Less Commission Expense \_\_\_\_\_  
 Less Fair Market Value \_\_\_\_\_  
 Equals Realized Gain / (Loss) on sale \_\_\_\_\_
  - 4) Add comment to posting: \_\_\_ shares of \_\_\_\_\_ received \_\_\_\_\_; sold on \_\_\_\_\_ at \_\_\_\_\_ per share

Send Acknowledgement Letter Mailed: \_\_\_\_\_