

Transfer Instructions for Gifts of Appreciated Stock

How to make a gift of stock to the Sacred Heart Parish.

1. **If your stock is held in a brokerage account** you can make a transfer through the ACAT system. See **Form A** attached for simple wire transfer instructions or, call the Sacred Heart Parish at 515-225-6414. Please inform your broker or brokerage account to include your name and to what purpose the donation is made in the information sent to RBC Wealth Management.

2. **If you hold the stock certificate:**

Envelope #1

- Send your **stock certificate (s)** by certified/registered mail or by overnight carrier, **without any endorsement**, assignment or other notations to Sacred Heart Parish. Enclose a letter stating the purpose of the gift.

Envelope #2

- **Stock & bond power** (See **Form B** below for sample Stock and Bond Powers) In a **separate envelope**, using the same carrier as provided with the certificate(s), send an “endorsed in blank”; that is, filling in only your signature but no other information. Your name should appear exactly as it does on the face of the certificate(s).
- **Security Release Form** (See **Form C** below for a sample Security Release Form) Take the Security Release Form to a notary and at that time sign the form and have it notarized. You should sign the form exactly as your name appears on the face of the certificate(s). Also fill in the first blank line of the form where it says “donor’s name” exactly as your name(s) appears on the certificate.
- In the same envelope both the **Stock & Bond Power** and the **Security Release Forms** should be sent to the Sacred Heart Parish 1627 Grand Avenue, West Des Moines, Iowa 50265.

If you live in the central Iowa region and would like us to make a personal visit please contact our

Office. We would be happy to bring the necessary forms to your home or office, meet with you at your financial advisor’s office or have you come to the Sacred Heart Parish offices. If you live outside of central Iowa you can contact Sacred Heart at 515-225-6414 with any questions on transferring stock.

3. **If you wish to donate shares of a mutual fund**, you will need to speak with the mutual fund company about making your gift. In most cases the mutual fund will send you or Sacred Heart the forms necessary for Sacred Heart to open an account at the mutual fund company. You then instruct the company in writing (with a signature guaranteed by a bank officer or broker) to transfer the number of mutual fund shares you wish to give to Sacred Heart’s new account at the mutual fund company.

If you have questions contact us at 515-225-6414 or the Church Business Manager at businessmanager@sacredheartwdm.org.

Advantages of Stock Gifts

- Receive an income tax charitable deduction for the full market value.
- Avoid capital gains tax on the appreciated value of the securities.
- Direct your gift to a variety of different purposes at the parish.
- Fund a life income gift and potentially receive a greater income.

Valuation

The value of the gift will be the average of the high and low trading prices on the official date of your gift. The official date of your gift will be determined differently depending on how it is made.

By mail...it is the postmark date.

By overnight carrier...it is the date of receipt by Sacred Heart Parish.

By electronic transfer...it is the date the security is received into Sacred Heart's bank/brokerage account.

By re-registering the security into Sacred Heart's name...it is the date on the new certificate(s).

* Sacred Heart Parish will issue you a receipt for your tax records.

Note: If you make a gift of stock by asking the company to re-issue the stock in the name of Sacred Heart Endowment Fund, the effective date of your gift will not be until the stock is actually re-issued. This may take some weeks to accomplish. Accordingly, Sacred Heart does not recommend this method unless there is sufficient time to complete the transfer. It will work, however, when timing is not critical.

Note: Do not instruct your bank or broker to sell the securities from your account and forward the proceeds to Sacred Heart Parish. This would represent a cash transaction and you would be liable for any capital gains tax. However, if you hold depreciated securities, it may be to your advantage to sell them from your account to establish a tax loss and then to make your gift in cash or with other appreciated stock to Sacred Heart Parish.

Questions: Contact Sacred Heart Parish, 1627 Grand Avenue, West Des Moines, Iowa 50265, Phone 515-225-6414 e-mail businessmanager@sacredheartwdm.org.

Form A

Transfer Information

Gifts of Stock Held in a Brokerage or Bank Account

NOTE: *If you are making a gift of stock, please complete this form. Send or fax one copy to your broker and one copy to the Sacred Heart Parish.*

TO _____
Your Stockbrokers and the name of their company.

DATE: _____

FROM _____
Donors Name (s) Account number

Please transfer immediately, _____ shares of _____
from the above account to Sacred Heart Parish, ACAT formatted as follows:

RBC Wealth Management
DTC# 0235

Sacred Heart Church of Valley Junction Account # 319-54562

If you would like your gift designated, please indicate your intent below.

Donor signature

Second signature if required

The Federal Tax Identification Number for Sacred Heart Parish is 42-0736180. Please contact the Sacred Heart Parish if you have any questions or problems.

Sacred Heart Parish
1627 Grand Avenue
West Des Moines, IA 50265

Phone Number 515-225-6414
Fax number 515-225-0286
e-mail:
Francis.boggus@sacredheartwdm.org

Form B

STOCK AND BOND POWER

For Value Received, the undersigned hereby sell(s), assign(s), and transfer(s) to

**If stock,
complete
this portion** _____ shares of the _____ stock of _____
represented by Certificate No(s) _____
STANDING IN THE NAME OF THE UNDERSIGNED ON THE BOOKS OF SAID CORPORATION.

**If bond,
complete
this portion** one bond of the _____
In the principal amount of \$ _____, No(s) _____
STANDING IN THE NAME OF THE UNDERSIGNED ON THE BOOKS OF SAID CORPORATION.

The undersigned does (do) hereby irrevocably constitute and appoint
_____ Attorney to transfer the said
stock(s), bond, or debenture(s), as the case may be on the books of said
Corporation with full power of substitution in the premises.

Signed _____

Signed _____

Note: One Stock & Bond Power form is needed for each certificate.

Instructions: You should sign the Stock and Bond Power form with your name(s)
exactly as it/they appear on the certificate. (Sign only on line or lines
marked "Signed", the rest of the form should be left blank.)

Form C

SECURITY RELEASE FORM

I/we (whose signature(s) appear below) herewith to

(Your brokers name)

(Donor's name exactly as it appears on certificate(s))

(the "Certificate") duly endorsed in blank, and authorize you to place the securities evidenced by the Certificate in the account of Sacred Heart Parish, whom you henceforth may, for all purposes whatsoever, treat as the absolute owner of said securities and of all proceeds resulting therefrom. I/we intend this to be a full release of all claims of ownership we might have to the securities, in favor of Sacred Heart Parish. You shall not be responsible to me/us in any way for the profits, proceeds or use thereof and I/we agreed to indemnify you for and hold you harmless from any loss and/or liability in connection therewith.

Endorser

Endorser

State of _____

County of _____

Subscribed and sworn to be me
this _____ day of _____, 20____

Notary Public

NOTE: One form is needed for each certificate.

INSTRUCTIONS:

1. Donor's name(s) should be printed or typed exactly as it/they appears on the stock certificate. (Fill in name(s) on first blank line, top of this form.)
2. Security Release form must be notarized. Sign the Security Release Form on line(s) marked "Endorser", **in front of a notary**. Signature should be exactly as it appears on the certificate.