

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

General Guidelines for Donating Shares of Stock

June 2001

Donating shares of stock can result in a tax saving for donors. Shares are liquid and easily transferred, making them a preferred method of giving for some donors. These guidelines discuss how to make a donation of shares of stock to The Church of Jesus Christ of Latter-day Saints or one of its institutions. See also *Guidelines for Donating Mutual Fund Shares*.

Donations of shares are handled by the Donations-in-Kind office and LDS Foundation. Both are departments of The Church of Jesus Christ of Latter-day Saints. Should you need help or clarification of issues discussed in this document please contact us at:

Address: Donations-in-Kind
The Church of Jesus Christ of Latter-day Saints
50 E North Temple
Salt Lake City, UT 84150

E-mail: donationsinkind@ldschurch.org

Fax: (801) 240-1217

Telephone: Donations-in-Kind Office, 801-240-2554
Toll free 800-453-3860 x22554

Value of the Donation

Your tax counselor can help you evaluate the dollar value of your donation. We will send you a receipt showing the name of the stock, number of shares donated, and date of the transaction.

Create a Letter for Your Broker Using the Letter Generator

When donating stock it is important to indicate your intentions in writing. Our online letter generator can help you create an appropriate “letter of authorization” with instructions on how you wish to donate shares of stock. The letter generator creates a personalized letter which is automatically forwarded to the Donations-in-Kind office. You may also print a copy to send to your broker, if necessary, or to keep for your records.

Four Methods for Donating Stock

You can donate stock by one of several methods as outlined on the following pages.

1. **Donate Shares Through a Full-Service Broker**
2. **Donating Shares Through a Discount or On-line Broker**
3. **Donating Shares through Stock Certificates**
4. **Donate Shares Using Stock Certificates through Your Local Ward or Branch**

1. Donate Shares Through a Full-Service Broker

- a. Ask your broker what is required to authorize a transfer of stock out of your account.
- b. Request your broker to transfer the shares to the Church. Have your broker to call the Donations-in-Kind Office at 801-240-2554 or (800-453-3860 x22554) for delivery instructions.
- c. Please e-mail, fax, or mail us a copy of a “letter of authorization” that you send to your broker, or use our online *letter generator* to create a personalized letter which will be automatically received by us and which you may also send to your broker. The letter should include:
 - Your name and address, so that a receipt can be sent
 - Name of the stock and number of shares
 - Name of your brokerage firm
 - How you want the donation to be used (for Church funding priorities see our website at LDSfoundation.org)
 - Name of ward and stake (only for donations to the Ward Mission Fund or Ward Fast Offerings)

2. Donating Shares Through a Discount or On-line Broker

- a. Contact your brokerage to find out what type of authorization is required to transfer shares to the Church.
- b. Send a letter of authorization and instruct the brokerage to call the Donations-in-Kind Office at 801-240-2554 or (800-453-3860 x22554) for delivery instructions. (If the

brokerage is unable to call, then you will need to call us for delivery instructions and forward them to the brokerage.)

- c. Please e-mail, fax, or mail us a copy of a “letter of authorization” that you send to your broker, or use our online *letter generator* to generate a personalized letter which will be automatically received by us and which you may print and send to your broker. The letter should include:
 - Your name and address, so that a receipt can be sent
 - The church account number for the brokerage firm (call the Donations-in-Kind office for the account number)
 - Name of the stock and number of shares
 - Name of your brokerage firm
 - How you want the donation to be used (for Church funding priorities see our website at **LDSfoundation.org**)
 - Name of ward and stake (only if you donate to the Ward Mission Fund or Ward Fast Offerings)

3. Donating Shares Using Stock Certificates

Choose one of two methods for assigning stock certificates to the Church:

- i. **Send us a stock certificate in your name**
- ii. **Order a new certificate to be issued to the Church**

i. **Send us a certificate in your name:**

- a. Write “The Corporation of the President of The Church of Jesus Christ of Latter-day Saints” in the assignment section on the back of the certificate.
- b. Next, go to a federally chartered bank or to a brokerage firm and have your signature guaranteed on the back with a Medallion Signature Guarantee stamp.
- c. Please mail the certificates to the Donation-in Kind office address. Include a cover letter or use our online *letter generator* to automatically create a personalized letter which will be automatically received by us and which you may also print and send to your broker. The letter should include:

- Your name and address, so that a receipt can be sent
- Name of the stock and number of shares
- How you want the donation to be used (for Church funding priorities see our website at **LDSfoundation.org**)
- Name of ward and stake (only if you donate to the Ward Mission Fund or Ward Fast Offerings)

For your protection you may send the certificate and the letter by registered mail, with a return receipt requested, to the Donation-in Kind office address above.

ii. Order a new certificate to be issued to the Church:

- a. Request, from the issuing company, a new certificate registered in the name of The Corporation of the President of The Church of Jesus Christ of Latter-day Saints, tax ID # 23-7300405.
- b. Please mail the certificate to the Donation-in Kind office address. Include a cover letter or use our online *letter generator* to automatically create a personalized letter which will be automatically received by us and which you may also print and send to your broker. The letter should include:

- Your name and address, so that a receipt can be sent
- Name of the stock and number of shares
- How you want the donation to be used (for Church funding priorities see our website at **LDSfoundation.org**)
- Name of ward and stake (only if you donate to the Ward Mission Fund or Ward Fast Offerings)

For your protection you may send the certificate and the letter by registered mail, with a return receipt requested, to the Donation-in Kind office address above.

4. Donate Shares with Stock Certificates through Your Local Ward or Branch

Choose one of two methods for assigning stock certificates to the Church through your Ward or Branch:

- i. **Send us a stock certificate in your name**
- ii. **Order a new certificate to be issued to the Church**

i. Donate a certificate in your name:

- a. Write “The Corporation of the President of The Church of Jesus Christ of Latter-day Saints” in the assignment section on the back of the certificate.
- b. Next, go to a federally chartered bank or to a brokerage firm and have your signature guaranteed on the back with a Medallion Signature Guarantee stamp.
- c. Write a cover letter indicating your name, address, and your ward and stake names (or use our online *letter generator* to create a personalized letter). Indicate how you want the donation to be used (for Church funding priorities see our website at LDSfoundation.org).
- d. Give the guaranteed certificate and a copy of the letter to your local priesthood leader and have him follow the procedures on page 8-4 of the *Stake and Ward Financial Records Handbook*.

ii. Order a new certificate to be issued to the Church:

- a. Request a new certificate, from the issuing company, registered in the name of The Corporation of the President of The Church of Jesus Christ of Latter-day Saints, tax ID # 23-7300405.
- b. Write a cover letter indicating your name, address, and your ward and stake names (or use our online *letter generator* to create a personalized letter). Indicate how you want the donation to be used (for Church funding priorities see our website at LDSfoundation.org).
- c. Give the guaranteed certificate and a copy of the letter to your local priesthood leader and have him follow the procedures on page 8-4 of the *Stake and Ward Financial Records Handbook*.

Paying Tithes and Offerings

In general, the only non-cash assets used for paying tithing and offerings are marketable real estate and marketable securities. Other donations must be approved through the Donations-in-Kind office.

Please contact the Donations-in-Kind office:

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 The Church of Jesus Christ of Latter-day Saints
 50 E North Temple
 Salt Lake City, UT 84150

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