

**SECURITIES TRANSFER PROCESS
FOR MEMBER CONTRIBUTIONS
TO
TRINITY LUTHERAN CHURCH**

Date: _____ Member Name: _____

Security Name: _____ # of Shares Transferred: _____

Pledge or Account to which the contribution should be credited:

GENERAL MINISTRY FUND _____ CAPITAL FUND _____ OTHER _____

Directions:

Contact your investment company to initiate a transfer of your stock gift to Trinity's account at Charles Schwab. Securities are sold as soon as possible after they are transferred to our account. ***Once you have completed the transfer, please send me an email with the above information, or complete this form and return it to my attention at the church office. (Your name is not on the information when the securities are transferred. Therefore, unless you tell us, we have no idea from whom the stock was donated.***

Charles Schwab

Trinity Account Number: 8092-9459

Schwab DTC#: 0164

Online: www.schwab.com

Customer Service: 866-855-9102

The stock gift will be processed in our system so that it reduces the balance of your pledge(s) by the amount Trinity receives, but is not reported as a cash gift on your contribution statement. The amount credited against your pledge will be the ***actual dollar amount*** we receive. For tax purposes, you will receive a letter from the church listing the shares donated. Please keep this letter with a qualified appraisal or brokerage statement, stating the value of these shares at the time of your donation, as support for your donation for tax purposes.

Please call me with any questions at the church office, 952-473-8577 x136 or e-mail me at rindee@trinitylonglake.org.

Thank you,

Rindee Erdmann

Financial Manager

952-473-8577 x136

rindee@trinitylonglake.org