

## INSTRUCTIONS TO DONATE STOCK

Donating stock by transferring it to us instead of selling is a wise way to give a gift that also avoids capital gains tax and maximizes your income tax deduction. The church and school is a 501(c)(3) charitable organization. You will be mailed a receipt for tax purposes.

1. The donor must type a signed Letter of Authorization to the brokerage firm where the donor has the stock they desire to transfer. If the account is held jointly, then both the husband and wife must sign the letter. The letter must include the following information:

**Account Registration:**

St. John's Lutheran Church

Tax identification number: 84-0461558

Account number: GTR-040899

DTC number: 0226

**Address:**

Fidelity Investments

Attn: TOA Receives

PO Box 770001

Cincinnati, OH 45277-0036

2. The donor should mail, fax, email or present the signed letter to their brokerage firm.
3. The donor should, also, fax, email, or present a copy of the letter to St. John's: "Attention Carolyn Otte" so we can follow-up with the donors firm if necessary.

The donation is valued on the day the shares are electronically withdrawn from the donor's account and deposited into our account.

Thank you for your generosity, and support of the St. John's and Renewal communities.

Carolyn A. Otte

Executive Director of Ministries  
St. John's Church and School – Wash Park  
Renewal Church - Highlands