

**Procedures for Donation of Securities**

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Purpose

This document is for your information if you are considering contributing securities to the church.

NSUC has a brokerage account with Charles Schwab for the purpose of accepting and selling donated securities. Contributions of appreciated securities instead of cash may provide tax savings, since the capital gain on such a security is not reportable as income, but the full market value of the security is deductible as a charitable contribution. For tax advice, we refer you to your own tax advisor.

Procedure for Donation

1. Inform the Business Administrator by sending an email to churchadmin@nsuc.org giving the name of the stock or security, expected date of transaction, and the purpose (i.e. pledge, Endowment fund or how the proceeds are to be applied).
2. Inform your broker or custodian that the transfer information directly into the church account through the Depository Trust Company (DTC) is:
 - a. DTC participation number for Charles Schwab: 0164, Code 40
 - b. NSUC's tax identification number: 36-6009529
 - c. NSUC's brokerage account number: 1075-8393

If your stock is already in a Charles Schwab account, you can request an account-to-account transfer by completing a letter of authorization which your broker or custodian can provide.



Procedure for Receipt

1. Please email the Business Administrator at churchadmin@nsuc.org with the expected date of the transaction. The Business Admin will note which date to begin checking for receipt of the donation on a regular basis.
2. As soon as the donation has been deposited into the NSUC account, the Treasurer will sell the securities.
3. The Treasurer will transfer the funds into the NSUC account that corresponds to the donor's designation.
4. The Business Administrator will provide the donor with a letter stating the name of the securities, number sold, date acquired and value on the date of donation and how this amount was applied toward a pledge or donation.
5. The transaction will be entered into the financial software as a part of the month end process.