

# GIFTING STOCK PROCESS

## How to Gift Stock

If you would like to gift stock to GSPC, we can receive an electronic transfer as follows:

1. Contact your financial institution or brokerage firm and inform them that you wish to give a stock gift to your church. They will most likely ask you to submit the request in writing.
2. Direct your broker to transfer the shares of stock to the Good Shepherd Presbyterian Church account at Raymond James: Account Number: (Call GSPC for the account number)
3. Contact the church office by [email](#) with the following information:
  - Date you initiated the stock transfer with your broker
  - Name of stock you will be transferring
  - Number of shares of stock you will be transferring
  - Which fund you would like your gift credited to (General Operations, Building, or one of the Foundation Funds: Endowment Fund; Program, Mission & Specific Gifts Fund; Capital Facilities Fund). Note: Unrestricted gifts given to GSPC will be distributed according to Foundation bylaws.

It is important to communicate with us because GSPC will receive a record of the stock receipt and sale, but the record will not state the donor's name. GSPC will need to know that you donated the stock in order to issue a letter for tax purposes.

## Donation Receipt Information

After receipt of your stock gift, GSPC will send a written acknowledgement of the stock gift received (name of stock, shares given, and date). This written acknowledgement can be used as documentation for tax purposes.

## IMPORTANT INFORMATION:

1. Since stock is a non-cash donation, the IRS does not allow churches to state the amount the stock was worth. Please talk with your stock broker or tax professional to determine the valuation of your gift.
2. Please plan carefully for year-end gifts. Year-end gifts must be received into the GSPC brokerage account by the end of the business day on the last business day of the year. The date of the gift is determined by the day it is received on our account, not on the day you contact your broker with instructions to transfer the stock.