

## SECURITIES DONATION PROCESS FOR LHBC

Should you desire to donate appreciated securities of stocks or mutual funds, you should consider transferring directly from your bank or investment house to the church's securities account and have the church liquidate in order to avoid capital gains taxes. The process is in general as follows:

1. Contact your bank/investment house and instruct them you want to donate stocks or mutual funds to LHBC and request the proper forms and processes by email response or over the phone. Some require a specific form for you to complete and others only require a letter with specific instructions on it. Some may require notarization of your signature.
2. Complete the form or write the letter and send to your brokerage/bank. They will need the following information about the account into which you will be transferring to. LHBC uses our Fidelity Investments account to receive and liquidate stocks and mutual funds. The ACCOUNT NUMBER IS **Z85-025968**. You will also need Fidelity's DTC number which is **0226**.
3. Notify Tom Mar at [marfamily@msn.com](mailto:marfamily@msn.com) to alert him that you have done this and whether you want the funds to go into the *general fund* or the *building fund*. Please also disclose the number of shares donated and the share symbol for verification. The finance committee will need this information in order to issue a sell order as Fidelity does not offer us an automatic sell option. This selling process may take a day or two depending on when we receive the information and the shares.
4. If timing of the donation is important, please allow enough time for the request to reach your brokerage/bank and for them to follow their processes. You should keep records of the number of shares donated and the date of the actual transfer(s) for your tax purposes.

Thank you for your generosity!