



# GIFTING SECURITIES FOR THE BENEFIT OF MINISTRY

3801 Eagle Nest Drive, Suite B, Crete, IL 60417 / 888.448.3040 / BarnabasFoundation.org

Use this form and instructions to contribute publicly traded securities to Barnabas Foundation.

**Step 1: Contact your financial advisor/broker** about your intent to electronically transfer securities to Barnabas Foundation. Typically your advisor will have a form for you to complete or request a letter of instruction requiring the following information about Barnabas Foundation's brokerage account:

**Preferred Account**

**E\*Trade Securities, LLC**  
DTC - 0015  
Acct Number - 511583941  
Receiving Acct Name - Barnabas Foundation  
EIN #36-2904503  
E\*Trade Contact - platinum2@etrade.com  
1.800.503.9260

**Alternative Accounts**

**Fidelity - 249-158364**  
**Charles Schwab - 5195-5567**  
**Merrill Lynch - 676-04B25**  
**Morgan Stanley - 336-025807-505**  
**Edward Jones - 793-22631-1-9**

**Step 2: Notify Barnabas Foundation** of your gift by returning this document by e-mail to [gifts@BarnabasFoundation.org](mailto:gifts@BarnabasFoundation.org) or call 888.448.3040 to provide information.

**Contributor's Name:** \_\_\_\_\_

**Contributor's Address:** \_\_\_\_\_

**Contributor's Email:** \_\_\_\_\_ **Contributor's Phone:** \_\_\_\_\_

**Name of Ministry to receive proceeds from sale:** \_\_\_\_\_

**Ministry Address:** \_\_\_\_\_

**Name of Security and/or Symbol\*** \_\_\_\_\_ **Number of Shares:** \_\_\_\_\_

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**Other Information:** \_\_\_\_\_

*\*If gifting more than 3 securities, please include an additional form.*

*If we do not receive notification of a gift, the shares will be liquidated and placed in a holding account until claimed.*

**Step 3: Confirm your transfer** - Transfers must be initiated by your financial advisor/broker. Please confirm with them that the shares have been transferred from your account. Barnabas Foundation will provide you a charitable receipt for your contribution including its value for IRS reporting purposes. The ministry will also receive a copy of the letter. Per IRS requirements, your contribution will be reflected as the average of the high and low share price on the day the share is received, which may differ from the price the share is sold for.

*If your security is held directly at a transfer agent, proprietary mutual fund firm, or in physical certificate form, contact Barnabas Foundation for details on how to transfer your shares.*

**If you have any questions regarding the gifting securities, please do not hesitate to contact us at [gifts@BarnabasFoundation.org](mailto:gifts@BarnabasFoundation.org) or 888.448.3040. We are happy to assist you!**