

Gifted appreciated stock may be the best way for you to contribute to the ministries of City Church. By gifting stock that you have held for at least one year and one day you can claim a charitable deduction for the full market value while avoiding long-term capital gains tax. If you wish to give a stock gift to City Church by electronic transfer, please follow the instructions below:

1. Contact Robin Kirscher in the City Church office to obtain City Church's Schwab account information.
2. Contact your financial institution or brokerage firm to authorize the transfer of shares to City Church's account. They will most likely ask you to submit the request in writing.
3. Provide Robin with the following information (or your broker may send a letter):
  - a. Your Name (Required for City Church to issue a receipt for tax purposes)
  - b. Date you initiated the stock transfer with your broker
  - c. Name of stock you are gifting
  - d. Number of shares of stock you are gifting
  - e. (Optional) How you would like the funds to be used
    - i. General Ministry Fund
    - ii. Facility Fund (Funds dedicated to facility improvements or repair)(Note: You can approximate values or give percentages. If no indication is given the gift will be used for General Ministry operations.)

Notes:

- City Church's policy is to sell the securities upon transfer.
- City Church will send you an acknowledgement of the stock gift, including the name of the stock, the number of shares gifted, and the date of contribution. This letter can be used as documentation for tax purposes.
- Since stock is a non-cash donation the IRS does not allow us to value the shares contributed. For tax purposes, the fair market value of the contribution should be calculated as the average price between the highest and lowest quoted selling prices on the valuation date (The date the shares were transferred to City Church's Schwab account)
- For tax purposes, the arrival of the stock into City Church's Schwab account is the date of the gift, not the day you contact your broker with transfer instructions. Especially at year end, please allow ample time for transactions to be completed.
- Please consult your tax advisor if you have questions regarding limits to tax deductibility of stock gifts, the fair market value calculation of the shares contributed, or any tax forms required in conjunction with the stock gift.