

## **TRANSFER OF STOCK OR MUTUAL FUND SHARES to First Unitarian Universalist Society of Albany**

The donation of stock or mutual fund shares to Albany UU can be used in payment of your annual pledge, or can be directed to other Albany UU purposes, including the Capital Campaign, Endowment Trust or Building Fund, among others. If the transaction is handled properly, you can avoid paying capital gains tax on any profit. The key is to transfer the asset to Albany UU **prior to sale**; Albany UU then liquidates the asset and provides you with documentation of the value of the gift.

### **1. Providing necessary information to Albany UU:**

Please complete the form on the reverse side of this sheet and promptly send it to the Albany UU office, attention of the Church Administrator, or bring it with you if donating paper certificates. The securities will be promptly liquidated and credited as you have specified. Please call the Church Administrator, 463-7135, if you have any questions. The Church Administrator will telephone or email you to let you know notice of transfer has been received. Acknowledgment of the gift will be sent when the transaction is complete.

### **2. To donate stocks (electronic transfer):**

Notify your broker to transfer (not sell) the securities to:

**First Unitarian Universalist Society of Albany  
U.S. Clearing Account #1174-2460**

**Charles Schwab  
DTC Clearing #0164**

### **To donate stocks (actual certificates):**

If you have the physical stock certificate in your possession you will need to:

1. Request "Third Party Release" form at Albany UU.
2. Complete the back of your certificate and the release form, and get them notarized at a bank (medallion signature on the stock certificate, notary on the release form)
3. Bring to Albany UU office: we will take them to our brokerage.

Albany UU's brokerage, should you need it, is:

Charles Schwab  
677 Broadway, Suite 201  
Albany, NY 12207

Local office: 518-455-7110

*(Located between Clinton Ave. and Orange St. Plentiful street parking; also parking at Quackenbush Garage validated by Schwab.)*

### **3. To donate shares of mutual funds (electronic transfer):**

Notify your mutual fund company to transfer (not sell) the securities to:

**First Unitarian Universalist Society of Albany  
U.S. Clearing Account #1174-2460**

**Charles Schwab  
DTC Clearing #0164**

Because each transaction has its own peculiarities, please check with your mutual fund company regarding the date your gift will likely reach the Albany UU account.

In the event your mutual fund company cannot make such a transfer, contact the Albany UU Church Administrator. The Treasurer will determine if Albany UU can open an account with that mutual fund company. Please allow several weeks for these procedures to be completed. This is particularly important if the timing of your gift is of concern to you for tax purposes.

### **Establishing the value of your gift:**

For your tax purposes, the date the electronically transferred security appears in Albany UU's account is the official date of the gift. In the case of stocks sent by mail, the date of the postmark is the gift date; if delivered to the office by hand, the date received is the gift date. Albany UU uses the average of the high and low prices of the security on that day to calculate the value of your gift. The closing price of a mutual fund on the day of a transfer will be its gift value. We will notify you in writing of the date and amount when the transaction is complete.

## SECURITIES TRANSFER INFORMATION

**Donor:**

\_\_\_\_\_  
Your name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone or email

**Donation to Albany UU:**

\_\_\_\_\_  
Name of security Abbreviation or ticker code

Number of shares: \_\_\_\_\_

Expected date of transfer to Albany UU's account: \_\_\_\_\_

**Allocation:**

Proceeds of sale should be credited to (please check all appropriate categories and specify amounts if more than one category is designated):

Fund/category	\$ amount or 'all' or 'balance'
Pledge account/year _____ <i>(example 2019-2020)</i>	_____
Pledge account/year _____	_____
Endowment Trust:	_____
Capital Campaign/Building Fund:	_____
Other: _____	_____

If this gift is for the Endowment Trust: Is there any special recognition? *e.g. in honor of, in memory of*

\_\_\_\_\_

**Mail this completed form promptly to:**

Church Administrator  
Albany UU  
405 Washington Avenue  
Albany, NY 12206

*For Office Use Only:*  
Date this form rec'd: \_\_\_\_\_  
Date securities rec'd in our acct: \_\_\_\_\_  
That date, stock high \_\_\_\_\_ low \_\_\_\_\_  
Date sold \_\_\_\_\_  
Amount of check received \_\_\_\_\_