

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

The donation of stock or mutual fund shares to FUUSA can be used in payment of your annual pledge, or can be directed to other FUUSA 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 FUUSA **prior to sale**; FUUSA then liquidates the asset and provides you with documentation of the value of the gift.

1. Providing necessary information to FUUSA:

Please complete the form on the reverse side of this sheet and promptly send it to the FUUSA 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 Amy Lent, Church Administrator, 463-7135, if you have any questions. Amy will telephone or email you to let you know she has received this notice of transfer. 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**

Because each transaction has its own peculiarities, please check with your broker regarding the date your gift will likely reach the FUUSA account.

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 FUUSA.
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 FUUSA office: we will take them to our brokerage.

FUUSA'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:

FUUSA has accounts with several major mutual fund companies. Mutual fund shares must be transferred from your account to FUUSA's account; FUUSA will then liquidate the shares. Please contact the FUUSA Administrator, Amy Lent, to determine whether FUUSA has an existing account with your mutual fund company and to obtain the account numbers you will need to carry out the transfer. If FUUSA does not currently have an account with the mutual fund company, one can be established. The same procedure applies if your fund shares are available only to clients of your brokerage house; FUUSA will open an account with that broker as needed. 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 FUUSA'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. FUUSA 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 FUUSA:

Name of security

Abbreviation or ticker code

Number of shares: _____

Expected date of transfer to FUUSA'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 _____ (example 2006-2007)	_____
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
FUUSA
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 _____