

DIRECTIONS FOR GIVING STOCK TO CHURCH

Follow these simple guidelines to avoid legal and transfer problems for both you and the church.

IF YOU HOLD THE STOCK CERTIFICATES IN YOUR POSSESSION.

Deliver the following items to the church:

1. Stock certificate(s) unendorsed
2. Blank Stock Power, signed
3. Letter of Donation
4. "Use of Certificate..." form, signed

Carefully follow the directions below:

1. Deliver the certificate(s) to the church, unendorsed. **Do not** sign or fill out any information on the stock power except the signature.
2. Attach a stock power**, signed in blank. **Do not** fill in any information on the stock power except the signature.
3. Include a dated letter, describing the gift of stock which you are making. It must include the number of shares, the issue, the price per share on day of the donation; and the total value of shares being given. Include which church fund(s) the proceeds from the stock sale should be directed and the dollar breakdown, if applicable.
4. Include a "Use of Certificate Registered in Name Other Than That Of The Account" form** signed but blank in all other respects.

**All necessary forms are available in the Church Office or from our website.

www.gloriadeichurch.org

IF YOUR STOCK IS HELD IN STREET NAME AT A BROKERAGE FIRM.

To the church, deliver the following:

1. Letter of donation

To your stock broker, deliver the following:

1. A letter instruction your broker to transfer the stock to your church (detail below).
2. A copy of the letter of donation.
3. Request that Broker notify Church of transfer.

To the church

Deliver a dated letter, describing the gift of stock which you are making. It must include the number of shares, the issue, the price per share on day of the donation, and the total value of shares being given.

To your stock broker

1. Deliver a letter requesting the transfer of the specified shares from your account to the account of Gloria Dei Evangelical Church of Downers Grove (Account #2XR00042, at Cetera Investment Services, LLC, P.O. Box 283, St. Cloud, MN 56302-0283). Give your broker Cetera's DTC number 0701.
2. If physical stock certificate is sent to broker via an Overnight Delivery Service (e.g. FedEx, UPS), use the following address: Cetera Investment Services, 400 1st Street South, Saint Cloud, MN 56301.
3. Include a copy of the letter of donation.
4. Direct your broker to notify the church by mail (or by fax, 630-968-1204) that the transfer has been made.

The church will confirm in writing the amount of the gift.

Revised 3/27/14

DONOR INSTRUCTION TO BROKER

Date _____

It is my/our intent to make a gift of stock to Gloria Dei Lutheran Church.

I/we hereby instruct _____,
(name of broker or brokerage firm)

Acting as my agent, to transfer the stock(s) listed below to Cetera Investment Services account #2XR00042 in the name of Gloria Dei Evangelical Lutheran Church of Downers Grove, IL.

Cetera Investment Services, LLC
 P.O. Box 283
 St. Cloud, MN 56302-0283

Cetera's DTC# 0701

# of shares	Company Name	Issue	Price/share on this date	Value of stock
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

Total Value of the above stock(s) on this,
 The _____ day of _____ in the year _____, is \$_____.

Signature _____

Print Name _____

Street Address _____

City, State, Zip _____

Phone # _____ Email: _____

The church will confirm in writing the amount of the gift.

Revised 3/27/14