

DONATIONS OF APPRECIATED SECURITIES, *i.e.*, STOCKS, BONDS & MUTUAL FUNDS, TO SAINT MARK PRESBYTERIAN CHURCH

Note: If you need assistance, please contact Mr. Joseph C. Piff at jc2pi@yahoo.com. If you need to speak with Joe and do not have the Church Directory and can't reach him by e-mail, please call the Church Office at (301) 530-0600 and someone will contact Joe on your behalf.

Donating appreciated securities, including stocks, bonds and mutual funds, is an easy and tax effective way to make a contribution to Saint Mark Presbyterian Church. The benefits of donations of stocks, bonds and mutual funds are: (i) you avoid paying capital gains tax on the sale of appreciated securities; (ii) you receive a charitable income tax deduction equal to the market value of your appreciated securities; and (iii) you further the mission of Saint Mark Presbyterian Church.

If you want to donate appreciated securities, do not sell or liquidate them first! You must contribute the securities, not the proceeds of their sale, in order to obtain the beneficial tax treatment. There are special rules for valuing a donation of appreciated securities. The value of a charitable contribution of marketable securities is determined by using the mean (average) between the high and low securities prices on the date your contribution is received by Saint Mark's brokerage firm. Mutual fund shares are valued using the closing price for the fund on the date your contribution is received by Saint Mark's brokerage firm. Your charitable contribution is determined by these prices, not what Saint Mark realizes from the sale of the appreciated securities.

The information you need to provide your broker in order to make a charitable contribution is the following:

- Name of the Stock, Bond or Mutual Fund you are Contributing and its Ticker Symbol
 - *e.g.*, The Procter & Gamble Company (PG)
- Exchange on which the Stock, Bond or Mutual Fund is Traded
 - *e.g.*, New York Stock Exchange (NYSE)
- How many Shares you want to contribute (assuming a share price)
 - *e.g.*, one hundred (100) shares of common stock
- If you have more than one account at your brokerage firm, which account the securities should be transferred from
 - *e.g.*, from our joint brokerage account no. _____
- Saint Mark's Brokerage Firm Where the Stock, Bond or Mutual Fund should be transferred to, *i.e.*, Charles Schwab & Co., Inc.
- Saint Mark's Brokerage Firm's DTC Number, *i.e.*, DTC No. 0164, Code 40
- Saint Mark's Account Name, *i.e.*, Saint Mark Presbyterian Church
- Saint Mark's Account Number, *i.e.*, Account No. 1537-3236
- Saint Mark's Broker's Name, *i.e.*, Mr. Kil Change
- Saint Mark's Broker's Telephone Number, *i.e.*, (301) 947-1107

PLEASE NOTE: If you want to donate Vanguard ETF Shares or other Vanguard proprietary funds, do not try to transfer them to Saint Mark's account at Charles Schwab. Saint Mark maintains an additional brokerage account at Vanguard for the donation of Vanguard ETF Shares

and other Vanguard proprietary funds. Please contact Joe Piff at jc2pi@yahoo.com and he will provide you the separate information on Saint Mark's brokerage account at Vanguard.

The following is a sample letter of instructions to make a contribution of publicly traded stock to Saint Mark Presbyterian Church:

Dear _____:

I/We wish to make an irrevocable charitable contribution to the Saint Mark Presbyterian Church of approximately _____ Dollars (\$_____.00) of common stock in _____ [Name of Stock Issuer] _____, Symbol (____), traded on the [New York] Stock Exchange, from [my/our] Account No. _____. At yesterday's closing price of \$____, the transfer would be approximately _____ shares.

This letter is your authorization to transfer exactly _____ (____) shares of [common/preferred] stock of _____ [Name of Stock Issuer] _____ from our Account to:

DTC No.: 0164; Code 40
Account No.: 1537-3236
Account Title: Saint Mark Presbyterian Church
Broker: Charles Schwab & Co., Inc.
Broker Contact: Mr. Kil Change
Contact Telephone: (301) 947-1107

Please do not sell these securities from my/our Account. I/We do not want to realize any gain from the transfer of these securities. Following this transfer procedure will assure that these securities are placed in the proper Saint Mark Presbyterian Church Account at Charles Schwab & Co., Inc. and that the Saint Mark Presbyterian Church's records regarding this contribution are complete. Please effectuate the transfer promptly upon your receipt of this letter and send me/us the high and low prices for this stock on the date of transfer.

Please note that if you are transferring from a joint account, most brokerage firms require both account holders, *e.g.*, husband and wife, to sign the letter of instructions. Please do not wait until December 31st to send your letter of instructions. Charitable transfers typically take at least one business day to process.

Saint Mark Presbyterian Church accepts donations for fulfillment of pledges to the General Fund, Legacy Fund, or Endowment Trust Fund. To make the donation effective, please contact the Finance Ministry, specifically Mr. Joseph C. Piff at jc2pi@yahoo.com, and tell him what you donated, the name(s) and address of the donor(s), and which fund the donation should be applied to. Joe will order the sale of the securities and transfer the proceeds to the appropriate Saint Mark bank account. Joe will also send you a tax receipt for your donation that complies with all IRS requirements.