



## Making a Gift of Stock

For those who wish to make a donation of stocks, bonds, mutual funds or other securities to their church or another Episcopal program, the process is very easy and the Episcopal Foundation of Northern California is here to help!

### **1. Write or e-mail:**

The Episcopal Foundation of Northern California  
2394 Fair Oaks Blvd. Sacramento, CA 95825  
[info@norcalepiscopalfoundation.org](mailto:info@norcalepiscopalfoundation.org)

#### **Include:**

- a)** Your first and last name
- b)** The number of shares
- c)** The name of the corporation
- d)** The date you instructed your broker to transfer the shares to The Episcopal Foundation of Northern California
- e)** That the shares are for <<NAME THE CHURCH OR FUND AT A CHURCH>> [or whatever fund or program].

**This step is most important**, as electronic transfers are nearly impossible to trace back to a donor—all our bank gets is a DTC number and the number of shares transferred. The shares will be held in suspense until we manage to track down who they are from and who they are for—this is VERY difficult and takes a great deal of time. Step 1 eliminates all confusion and delay.

### **2. Instruct your broker** to transfer the stock or bonds to THE EPISCOPAL FOUNDATION OF NORTHERN CALIFORNIA.

### **3. Tell your broker** that the Foundation's DTC address is:

NFSC (National Financial Services Corp)

DTC # 0226

For account **0bp 513806** [first character is a zero, not letter O]

The Episcopal Foundation of Northern California

### **4. If you have any questions**, please do not hesitate to call us Monday-Friday at 916-283-8216

### **5. Should you or your broker** need to speak with someone at US Bank Investment Services, the appropriate person is Brian Batt [415-796-5097]

### **6. Upon receipt of the proceeds from your donation**, the Foundation will forward your gift to the designated location(s) and provide you with an acknowledgment of receipt of your gift for tax purposes.

Your net donation will be the proceeds from the sale less fees charged for brokerage transactions. We provide our services free of charge. We ask that you consider designating a small portion of this gift as a donation to the Foundation. Your support will assure this service remains available to The Episcopal Diocese of Northern California.

*"From Gratitude to Action"*