



Helping Families Thrive

Transfer Instructions for Making a Gift of Securities to Focus on the Family

Gifts of appreciated securities are a smart and simple way to maximize the effectiveness of your charitable giving. If stocks or mutual funds* you've held for more than a year have increased in value, you may want to consider using these assets – rather than cash – to fund your giving. By transferring ownership of your long-term stock to Focus on the Family you make a gift to support the ministry, avoid the capital gains tax you would pay if the stock were sold, and you may claim a charitable income tax deduction for the current fair market value of the asset.

*Does not apply to tax-exempt retirement plans (e.g., IRAs, 401(k)s, etc.)

Mutual Fund Transfers: These transfers can be complicated. Please call Focus on the Family's Gift & Estate Planning department at 1-800-782-8227 to find out how to transfer mutual funds.

Stock Transfers:

- **DTC Transfer** – If you have your shares of stock in a brokerage account this is a convenient way to transfer your securities. Simply instruct your broker to electronically transfer your securities out of your account into Focus on the Family's *Charles Schwab* or *Merrill Lynch* account and provide the appropriate account information below:

Charles Schwab
FBO: Focus on the Family
DTC #: 0164 Code 40
Account #: 8391-9885

Merrill Lynch
FBO: Focus on the Family
DTC #: 5198
Account #: 210-04035

- **Certificate Transfer** – Transferring your certificate can be as easy as endorsing the back of the certificate and sending it by certified mail to Focus on the Family. You must sign the certificate in front of a bank officer to obtain a Medallion Signature Guarantee (notary public stamps are not an acceptable guarantor for stock certificates). Endorse the certificate exactly as your name(s) appears on the front. For example, if your certificate is listed as "John F. and Mary P. Jones," you will need to sign the certificate exactly as "John F. Jones" and "Mary P. Jones."

Next, write Focus on the Family's **tax identification number, 95-3188150**, in the box on the back requesting a social security number or other identifying number of assignee. Mail the certificate by certified mail to:

Focus on the Family
Attn: Gift & Estate Planning
8605 Explorer Drive
Colorado Springs, CO 80920

Employee Owned Stock in Non-Retirement Plans – If you purchased stock from your employer (e.g. non-retirement E.S.O.P.) you can instruct them to issue a certificate in Focus on the Family's name. They will need our tax identification number, and our address as mentioned above.

Disclaimer: The information contained in this article is not intended as a substitute for wise tax counsel. We strongly recommend you consult with a professional tax advisor before making a gift of securities.



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Appreciated Securities Transfer Form

When making a gift of appreciated securities to Focus on the Family it is **important** that you contact us in advance so that your gift will be properly credited when received and so that we may provide you with an acknowledgment letter for your tax purposes.

This form is to assist you in contacting Focus on the Family with the details of your transfer. When completed, you may either mail it to us at: Focus on the Family, Attn: Gift & Estate Planning, 8605 Explorer Drive, Colorado Springs, CO 80920; fax it to 719-548-5849; or send this information in an email to giftplanning@fotf.org. If you have any questions or need further information, please call our Gift & Estate Planning team at 800/782-8227 or 719/548-5839.

Date: _____

Donor Name(s): _____

Mailing Address: _____

City/State/Zip: _____

Daytime Phone: _____ Email: _____

Quantity/Name/Symbol of Securities being transferred:

Shares _____ of _____

Designation: General Fund Other: _____

Stock brokerage firm: _____

Broker's name: _____ Phone Number: _____

Stock will be transferred to Focus on the Family's account at:

Charles Schwab Merrill Lynch