



## INSTRUCTIONS FOR GIFTING STOCK/MUTUAL FUNDS

This service is offered as a courtesy to churches and congregation members in the WNC Conference. These steps must be followed to complete the service in a timely manner.

If the donor has shares of stock or mutual funds held in a brokerage account:

**Donor should instruct their broker to transfer shares electronically via DTC #0702 to: United Methodist Foundation, BB&T Scott & Stringfellow – account #5729-6531**

- A. A letter of instruction\* is required for all gifts. This letter can be faxed, mailed, or emailed to Sonji Farrell at [sfarrell@umfwnc.org](mailto:sfarrell@umfwnc.org) (Executive Assistant of the Foundation). In electronic transferring, the donor's broker does not send the donor's name, contact information, or instructions with the transfer. **Please send a letter of instructions or the transfer cannot be processed.**

**\*Example of letter of instruction:**

Please be advised that I am gifting \_\_\_\_ shares of \_\_\_\_\_ to the United Methodist Foundation of Western North Carolina, Inc. The proceeds from the sale of said stock should be sent to (full name of United Methodist church, ministry, mission, organization) at (mailing address).

Name of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

Donor Mailing Address and Phone Number: \_\_\_\_\_

- B. A check and letter will be mailed to the recipient of the gift. The letter will include the donor's name.
- C. A letter of acknowledgement will be mailed directly to the donor to be used for tax purposes. The date of the gift is recorded as the date the shares are received by BB&T (not the date the order is given to the broker).