

# **ALLEGHENY CENTER CHRISTIAN & MISSIONARY ALLIANCE CHURCH**

## **STOCK & MUTUAL FUND DONATION INSTRUCTIONS**

**Thank you** for considering a donation of stock or mutual funds to Allegheny Center Christian & Missionary Alliance Church (ACAC). We appreciate your generous financial support.

**Mutual Fund Donations:** If you would like to donate mutual funds, please contact your mutual fund company first. Each mutual fund company has specific procedures for charitable donations. Thank you.

**Please notify ACAC:** For tax credit purposes, please complete the attached donor designation confirmation letter and return it to Lynne Lampkin, ACAC Accountant. Please note that donations must be received into ACAC's account by December 31 to receive a tax deduction for the calendar year.

**Stock Donations:** ACAC has an account under the name of Allegheny Center Christian and Missionary Alliance Church at Ameritrade, Inc., account # 781-011488, DTC # (for wiring) 0188, and Tax ID # 25-1048750. Below are specific instructions for transferring stock.

### **Wiring Stock (NOTE: This is the easiest way to donate stock.):**

- 1) Donors should write a letter requesting that their brokerage firm transfer the stock or securities to Allegheny Center Christian & Missionary Alliance Church's Ameritrade account # 781-011488, DTC # 0188. Please see attached sample letter. **Please use ACAC's full name, Allegheny Center Christian & Missionary Alliance Church, on all correspondence related to the transfer.**
- 2) Please inform Lynne Lampkin, ACAC Accountant, of the company and number of shares being donated. ACAC phone # is 412-321-4333.
- 3) Donor should decide on a designation for their donation (i.e. General Fund, Great Commission Fund, Future Building Fund, Benevolent Fund, etc...), and **return the attached designation confirmation letter to Lynne Lampkin.** Donors may also choose to discuss their designation with Pastor Rock Dillaman, Senior Pastor or Pastor Ken Turnbull, Pastor of Advancement/Operations.

### **Transferring a Stock Certificate:**

- 1) The donor (all owners in whose name the stock is registered) must sign a Third Party Release form and have it signature guaranteed by a bank or brokerage firm (the donor needs to sign the form in the presence of the person signature guaranteeing the form). The donor(s) also needs to sign the back of the stock certificate and appoint "Ameritrade Inc" as attorney on the back of the certificate. Write ACAC's account # 781-011488 on the front of the certificate (anywhere in the margin). **Please use ACAC's full name, Allegheny Center Christian & Missionary Alliance Church, when registering shares in ACAC's name and on all correspondence related to the transfer.**
- 2) Donor should give stock certificate and signature guaranteed letter to Pastor Ken Turnbull, Pastor of Advancement/Operations, or Lynne Lampkin, Accountant.
- 3) Donor should decide on a designation for their donation (i.e. General Fund, Great Commission Fund, Future Building Fund, Benevolent Fund, etc...), and **return the attached designation confirmation letter to Lynne Lampkin.** Donors may also choose to discuss their designation with Pastor Rock Dillaman, Senior Pastor or Pastor Ken Turnbull, Pastor of Advancement/Operations.

**DONOR DESIGNATION FORM**

Allegheny Center Christian & Missionary Alliance Church  
250 East Ohio Street  
Pittsburgh, PA 15212  
Attn.: Lynne Lampkin

**Date:** \_\_\_\_\_

By my/our signature below, I/we confirm that we intend to designate our gift of \_\_\_\_\_ shares of \_\_\_\_\_(company) stock or securities to the following fund or funds (Please indicate percentage next to fund, i.e. 100% if choosing one fund.):

- General Fund \_\_\_\_\_
- Facility Enhancement Fund \_\_\_\_\_
- Great Commission Fund \_\_\_\_\_
- Gospel Messenger Fund \_\_\_\_\_
- Scholarship Fund \_\_\_\_\_
- Benevolent Fund \_\_\_\_\_
- Community Development Fund \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Sincerely,

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**Donor Name (Please Print)**

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**Donor Signature**

**Date**

## *Sample letter to transfer stock electronically*

May 20, 20xx

Ms. Jane Broker  
ABC Brokerage Firm, Inc  
123 Main Street  
Pittsburgh, PA 12345

RE: Account # 1234567 for John and Mary Smith

Dear Jane,

Please use this letter as authorization to electronically transfer some shares from our above-referenced account to our church, Allegheny Center Christian & Missionary Alliance Church 250 East Ohio Street Pittsburgh, PA 15212, EIN # 25-1048750. We would like to donate 100 shares of IBM stock from our account to theirs. Allegheny Center Christian & Missionary Alliance Church has a brokerage account at TD Ameritrade. TD Ameritrade's DTC number is 0188, and the church's account number is 781-011488.

Please take care of this transfer at your earliest convenience, and call us with any questions. Thank you.

Sincerely,

John Smith

Linda Smith

**Signature guarantee stamps are needed. This may be done at a bank or the brokerage firm, and John and Linda should sign this letter in front of the person guaranteeing the signature.**