

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.

Stock Donations: ACAC has an account under the name of Allegheny Center Christian and Missionary Alliance Church at TD Ameritrade, Inc. Below are specific instructions for transferring stock.

Wiring 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 TD Ameritrade account #781-011488, DTC #0188. See sample letter on next page. **Be sure to use ACAC's full name, Allegheny Center Christian & Missionary Alliance Church, on all correspondence related to the transfer.**
- 2) Please complete the **Donor Designation Form** and return it to Karen Allerton at Karen.Allerton@acac.net.

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 "TD 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 Karen Allerton, ACAC Accounting Manager.
- 3) Please complete the **Donor Designation Form** and return it to Karen Allerton at Karen.Allerton@acac.net.

Please note that donations must be received into ACAC's account **by December 31** to receive a tax deduction for the calendar year.

For questions, please contact Karen Allerton, Accounting Manager, at Karen.Allerton@acac.net

Sample letter to transfer stock electronically

Dec 1, 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 may be 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.

DONOR DESIGNATION FORM

Allegheny Center Alliance Church
250 East Ohio Street
Pittsburgh, PA 15212
Attn.: Karen Allerton

Date: _____

By my/our signature(s) below, I/we confirm that we intend to designate our gift of _____ shares of _____ (company) stock or securities to the following fund or funds.

- _____ % ACAC Ministries (General Fund)
- _____ % Missions
- _____ % Next Gen Faith Campaign
- _____ % Other (specify) _____
- _____ % Other (specify) _____
- _____ % Other (specify) _____

Please indicate percentage next to fund (100% if choosing one fund).
See partial list of funds on next page or specify other designation.

Sincerely,

Donor Name(s) (Please Print)

Donor Signature(s)

ACAC FUNDS

ACAC General Fund	Supports our church's ministries (Adult, Youth, Children) and general expenses
Next Gen Faith Campaign	Supports Church Redesign, Church Planting, & Communications
Benevolence	Provides financial assistance for individuals & families who regularly attend ACAC
Missions	Supports Great Commission Fund, Gospel Messengers & Missions Projects
Great Commission Fund	Supports long-term Christian & Missionary Alliance (CMA) missionaries
Gospel Messengers	Supports long-term non-CMA missionaries
Cambodia Missions Partnership	Funds long-term partnership with missionaries in Cambodia
Ukraine Missions Partnership	Funds long-term partnership with missionaries in Ukraine
Mission Trips: Short-Term	Funds short-term mission trip (may specify trip or participant)
Summer Youth Mission Trips	Funds youth summer mission opportunities (may specify trip or participant)
Missionary Christmas Gift	Provides monetary Christmas gifts for long-term missionaries
Community Development	Funds special initiatives in our immediate neighborhood
Prison Aftercare	Supports ACAC's Prison Aftercare ministry
Scholarships: post-high school	Funds college scholarships for individuals who regularly attend ACAC
CCC	Funds ACAC's support of the Christian Counselors Collaborative