**HOW TO GIFT A STOCK DONATION TO VINEYARD CHURCH**

1. Pray and decide which securities holdings you want to donate.

 Stocks; Bonds; Exchange-traded funds (ETFs); Mutual funds; Money Market/Cash transfer

2. Gather the following information:

 • Name of holding (Stocks, Bonds, ETFs, Mutual Funds, Money Market)

 • Ticker symbol or CUSIP number (Ticker for stocks, ETF’s, Mutual Funds and CUSIP for bonds)

 • Number of shares or amount of cash from Money Market you want to donate.

3. Information about Vineyard you will need:

 Non-Profit Corporation name: **Vineyard Community Church**

 EIN (Employer Identification Number): **54-1693399**

 Brokerage firm: **T Rowe Price**

 DTC number: **0443**

Brokage account number: **30Q446772**

To donate stocks, bonds, ETFs, mutual funds or cash from a money market, use brokage account

number: **30Q446772**. To speak to an ownership change specialist at T Rowe Price, Vineyard’s financial institution, call 800-225-7720, brokage accounts.

4. Fill out the stock transfer form provided by your brokerage firm.

Go online or call your financial institution/brokerage firm (i.e. Fidelity Investments, Vanguard, Charles Schwab) to download “ownership change” transfer form. Your financial institution will be responsible for transferring your shares to the church. You can usually find stock donation forms in your online account portal on your brokerage’s website. If you print the form, use black ink pen and mail or fax your transfer request to your brokerage’s address. To be eligible to receive a tax deduction for the current tax year, you need to complete your stock donation by December 31. Keep in mind that a stock donation is recorded on the day it’s received by the church, not the day you submit the transfer request. It sometimes takes several days for the transfer to take place. The end-of-year period is especially busy for stock brokerages, so it’s a good idea to plan ahead.

5. Notify Vineyard of your stock gift.

We will then follow up with T Rowe Price to make sure your stock donation was received. Once the transaction goes through, Vineyard will send you a tax receipt that lists the date of transfer, the value of the donation, the number of shares, and the stock’s ticker name. If you receive a confirmation number from your financial institution, keep it for your records. You will need to check the box that your financial institution can reveal your identity if you want a contribution statement from Vineyard. Check this receipt to make sure you get an accurate fair market value for the stock you donated. If you do not need a contribution receipt, simply mark your gift as an anonymous gift.

6. Report the stock donation when you file your taxes.

When you file your federal taxes, report your stock donation on IRS on Form 8283, which is the form for non-cash charitable contributions. You’ll file this form with your tax return for the year you donated the stock.

Thank you for joining us as we help people to know God, find freedom, discovering their purpose and make a difference!