

## **GUIDE TO MAKING “NON-CASH” GIFTS MORRISTOWN UNITARIAN FELLOWSHIP**

### **GENERAL INFORMATION**

By making a gift of appreciated **securities** directly to the Fellowship, you can bypass the capital gains taxes associated with the sale of the appreciated security – stocks, mutual funds, bonds, etc. Your gift’s value would be based on the securities’ median market value on the day of transfer and not on the price that you originally paid (i.e., the cost basis). This means that a direct gift of an appreciated security will provide a greater benefit to a donor than a gift made in cash or by check, or by selling the security and then donating the sale proceeds. The security can be from a Regular / Non-Retirement Brokerage Account (i.e., your personal brokerage account) or from a Retirement Brokerage Account (i.e., IRA, Roll-over IRA, etc.). Please consult your tax advisor on all potential tax implications.

### **INSTRUCTIONS FOR MAKING A GIFT OF A SECURITY (STOCKS, MUTUAL FUNDS, OR BONDS) TO MORRISTOWN UNITARIAN FELLOWSHIP**

#### *IF THE BROKER/FINANCIAL INSTITUTION CURRENTLY HOLDS THE SECURITY:*

Please instruct the broker/institution that currently holds the security to transfer ownership to Morristown Unitarian Fellowship. **DO NOT SELL THE SECURITY YOURSELF.** Please include the following information in the letter to your Broker/institution:

- The name of the security and the number of shares or a dollar amount that you want to donate to the Fellowship.
- That the shares of the security should be transferred directly from your brokerage account to the Fellowship’s brokerage account **#Z70-045810** with **Fidelity (DTC #0226)**.

You may also be able to complete this transaction over the telephone with your Broker/institution. Different brokers/institutions will have their own internal policies and required documentation for this type of transaction.

There are some securities (primarily some mutual funds) that are not eligible for transfer. Your broker/institution will know this information.

If there are any questions, your broker should contact Fidelity at (800) 544-6666.

***As soon as possible, after the transfer has been initiated, please email ([admin@muuf.org](mailto:admin@muuf.org)) Mandi Huizenga, Congregational Administrator, with the following information: your name, stock name, number of shares.***

Once your security has been transferred, the Fellowship will then sell it, converting the gift to cash.

*FOR STOCK OR BOND CERTIFICATES THAT YOU CURRENTLY HOLD*

In a “non-electronic” transfer of stock or bond certificates, these specific steps must be followed in order for the Fellowship’s broker, Fidelity, to process the transaction.

- Please write a letter stating your desire to transfer ownership of the stock or bond to Morristown Unitarian Fellowship. Include the name of the stock or bond and the number of shares that you want to donate to the Fellowship. This letter must be notarized.
- Before you bring in the certificates, they must be signed with a signature guarantee from a financial institution. Do not fill in the Fellowship’s name on the back of the certificate.

Please call Mandi Huizenga, Congregational Administrator at (973) 540-1177 x203 to arrange to bring in your letter and the stock certificates.

**If you have any questions about the transfer of securities or any other “non-cash” asset, please call Mandi Huizenga, Congregational Administrator, at (973) 540-1177 x203.**