

## Instructions for Donations of Stock or Mutual Fund Shares to RRUUC

If your stock has increased in value since you bought it, you can avoid capital gains tax on the increase by donating the stock to pay your pledge. You will get credit toward your pledge based on the value of the stock on the day it is received in RRUUC's account. If your stock has declined in value, then you should sell it in order to claim a tax loss, and then give cash to RRUUC.

Normally, stocks are held by a broker on behalf of the owner in an electronic database rather than in paper stock certificates. In the normal case of electronic registration, instruct your stock broker or mutual fund representative to transfer the desired amount of stock or mutual fund shares to:

River Road Unitarian Universalist Congregation  
Brokerage Account # 28440066  
[Federal Tax ID # 52-6019243]

At: Vanguard Brokerage Services®: DTC # 0062  
400 Devon Park Drive  
Wayne, PA 19087

The transfer usually can all be done electronically between your broker or fund and RRUUC's account at Vanguard. In the unusual case where you have paper stock certificates, contact the RRUUC Treasurer, Tim Schick, for special instructions and *do not write on the back of the certificates*.

If you want to give stock shares held in a Vanguard Brokerage account, then please use Vanguard's special form. Complete a "Transfer of Assets Between Nonretirement Brokerage Accounts Form", available in the Change of Ownership for Brokerage Services Accounts kit. This kit is available at:

[https://personal.vanguard.com/us/literature/search?searchInput=V413&search\\_mode=true](https://personal.vanguard.com/us/literature/search?searchInput=V413&search_mode=true)

Sometimes a mutual fund will not transfer shares directly to RRUUC's account at Vanguard. Instead, the mutual fund creates an account for RRUUC within the fund and transfers the shares to this new account. In that case, please advise Tim Schick so he can make arrangements to access that account.

**Important:** Also, please contact the Treasurer, Tim Schick, advising us of the stock[s] and number of shares in your gift and giving instructions as to its disposition.

You can write, leave a note for the Treasurer at RRUUC's office, or email [tfshick@gmail.com](mailto:tfshick@gmail.com)  
The value of the gift can be divided among your operating pledge, the various social outreach

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funds, the capital campaign and other funds at RRUUC. Just in case your stock soars before we sell it and is valued at more than your pledge[s], please tell us what to do with any extra. If this extra is small and we do not get instructions for its use, we will gratefully accept this extra as a contribution to the current operating budget.

After Vanguard receives the stock or mutual fund shares, our practice is to sell the shares promptly and to place the resulting funds in an interest bearing account. We will then write you a letter indicating the amount you can take as an income tax deduction, per IRS rules. For individual stocks, the donation value per share is the average of the high and low price of the stock on the day it is received in our account. For mutual fund shares, the amount is based on the closing net asset value of the fund on the day received. Our letter will also confirm the disposition among RRUUC's funds per your instructions.

If you have any questions about any of this or have special circumstances, please contact Tim Schick at [tfschick@gmail.com](mailto:tfschick@gmail.com) or you can have your broker or mutual fund representative call Vanguard directly at 1 800 345 1344.