

STEPS IN TRANSFERRING STOCK SHARES TO MIDDLETON CHURCH
Instructions for transferring to:

Morgan Stanley
Patrick Rindfleisch
33 E. Main Street
Suite 700
Madison, WI 53703
(608) 251-4477

Giving appreciated securities is a fast and easy way to make a gift to MCC that also has tax benefits. You may even find that the tax benefits associated with giving appreciated securities allows you to increase the size of your gift.

For a donor, the ideal gift is stock with significant unrealized capital gains. A gift of appreciated securities allows you to avoid paying taxes on unrealized capital gains, and provides an income tax deduction for the full market value of the donated stock, generally up to 50 percent of adjusted gross income, and the balance of any unused deduction can be carried forward for up to five years. **You will need to have owned the securities for more than one year** to get the optimal tax benefit. It is almost always a better strategy to give appreciated securities directly to MCC rather than selling them and donating the proceeds of the sale. For specific information see Internal Revenue Service Publication 526 or consult with a tax advisor.

1. **It is important that you notify the church in advance of making a gift of securities. Without such notice, gifts of stock may be transferred to MCC with the identity of the donor unknown, making proper credit and timely acknowledgement extremely difficult.** The church office contact person for stock gifts is Anne Tennies at 831-4694, or mccucc@middletonucc.org ; or Bill Love at 831-2776, or mccfinsec@middletonucc.org
2. Send an authorization letter to your banker/broker directing them to **transfer ownership** of the shares to **Middleton Community UCC**. Sometimes they will ask for the church's tax ID number. Check with your broker for what they require in a letter of authorization. Typically you will specify the stock and the number of shares that will be transferred, and you may need to get a signature guarantee. Your local bank or credit union should have someone on staff who can provide a signature guarantee.
3. To transfer stock to Morgan Stanley you will need the church's account number and a DTC number. They can be obtained by calling the church office at (608) 831-4694