ALLEGHENY CENTER ALLIANCE CHURCH

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 & Missionary Alliance Church at Charles Schwab. 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 Schwab account #8270-8819, DTC #0164. 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 Judy Ventresca at judy.ventresca@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 "Charles Schwab" as attorney on the back of the certificate. Write ACAC's account #8270-8819 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 Judy Ventresca, ACAC Accounting Manager.
3) Please complete the **Donor Designation Form** and return it to Judy Ventresca at judy.ventresca@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 Judy Ventresca, Business Director, at judy.ventresca@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 Charles Schwab. Schwab's DTC number is 0164, and the church's account number is 8270-8819.

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.: Judy Ventresca

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.

_____% North Side Campus (General Fund)

_____% Building & Facilities

_____% Missions

_____% Other (specify) ____

_____% Other (specify) ____

_____% Other (specify) ____

Please indicate percentage next to fund (100% if choosing one fund).

Sincerely,

____

Donor Name(s) (Please Print)

____

Donor Signature(s)