

## **La Cañada Presbyterian Church Stock Contribution Procedures**

LCPC welcomes gifts of stock. Your gift of stock will be valued on the date that it is received into LCPC's brokerage account. Your contribution credit will be based on the mean stock price for that day (average of the day's high and low prices).

Following are procedures for making this type of gift.

### **Electronic Transfer**

1. Provide your broker with a letter of authorization. This letter should include a description of the stock to be transferred, the number of shares and the recipient LCPC brokerage account for the transfer. Be sure to include the brokerage account number and DTC code, if applicable, in your letter.

LCPC has the following brokerage account. Your transfer may be made to this account.

UBS Financial Services, Inc Account #RR-03060-SG  
200 South Los Robles, Suite 600 DTCC Clearing #0221  
Pasadena, CA 91101-2479 for further credit La Canada Presbyterian Church  
Broker: Gene Stoeckly 626-405-8283

2. Contact Dave Mason, LCPC Business Administrator, at 818-790-6758 ext. 232 or [dave@lacadapc.org](mailto:dave@lacadapc.org) with the following information.
- a. Stock name and number of shares;
  - b. Date of transfer;
  - c. Receiving brokerage account (UBS Financial Services, Inc);
  - d. Contribution directions (e.g. General Fund, Building Fund, Faith Missions, other).

### **Stock Certificates**

If you have a broker, we prefer that you work with your broker to transfer the stock certificates in your possession to your broker who can then transfer them electronically to LCPC.

If you do not have a broker, you may transfer the actual stock certificates to LCPC.

1. Each owner listed on the front of the certificate(s) must sign the back of the certificate(s).
2. Prepare a letter of contribution to gift the stock to LCPC. The letter should provide the following information
  - a. Name of the stock;
  - b. Listing of each certificate number and associated number of shares;
  - c. Contribution directions (e.g. General Fund, Building Fund, Faith Missions, other).
3. Deliver the signed certificate(s) and letter of contribution to Dave Mason, LCPC Business Administrator.