

FIRST UNITARIAN CHURCH OF DALLAS Stock Transfer Process

1. Please complete the form on page 2 and send it to your stockbroker. Before you send the form to your stockbroker, contact Kay Ashley at the church (kashley@dallasuu.org) 214.-884-1201) to inform her of your gift.
2. Please be sure to record the date of your gift, the number of shares, and the stock name on the form so all goes smoothly with the transfer.
3. At this point, your broker will have everything she/he needs to make the transfer to our stockbroker, **Vince Manna (with BOK Financial Securities, Inc)**. You or your broker should also contact **Vince** to inform him of this transfer. His contact information is included at the bottom of page 2.
4. Once **Vince** receives the stock, he will sell the stock on the church's behalf. Stock transfers occurring near the end of the trading day may not be received and sold until the next business day.
5. Please ask your broker to note the value of your stock gift upon donation for your tax purposes by using the median value (high and low for the day divided by two) of the stock on the date of the gift.
6. The church will generate a stock gift acknowledgment letter. This letter will indicate the date of the stock gift and the number of shares given. The church will not value the stock gift in this acknowledgement. The stock value, as it was received by the church, will be included on quarterly and year-end records of giving. The church understands that this value may be different from the stock's tax accounting value.

If you have any questions about this process, please contact Kay Ashley at the church, kashley@dallasuu.org or 214-884-1201.

First Unitarian Church of Dallas thanks you for your continued generous support of our work.

Date: _____

To: Broker's name/ firm/ address

RE: Account # _____

Please accept this as my/our letter of authorization to send through "DTCC" (Depository Trust and Clearing Corporation) the following security in my account as a donation to the **First Unitarian Church of Dallas**.

_____ shares of _____

donated on _____

for the purpose of _____

Please send to DTCC #0443 (Pershing LLC), for further credit to the **First Unitarian Church of Dallas** (account # TNC-048971), held at BOK Financial Securities, Inc.

Sincerely,

X _____

X _____

(All account holders on this account must sign)

FOR DONOR BROKERS:

As electronic transfers are received without the donor's name attached, please notify **Vince Manna, vmanna@bokf.com or 214-525-7615 (phone) or 214-346-3943 (fax).**

AND

Kay Ashley, kashley@dallasuu.org or 214-884-1201, with the following: the name of donor, number and type of stock, value of stock at time of gift