

Instructions for Gifting Securities to PCCT

1- For securities held by a broker OTHER than Charles Schwab:

An electronic **broker-to-broker transfer** should be initiated, moving the shares to PCCT's account with Schwab.

Specific directions should be given to make the transfer to:

Charles Schwab
110 Morris Street
Morristown, NJ 07960-4564
DTC # 0164 Code # 40

For the account # 7212-6766 of:

The Presbyterian Church of Chatham Township
240 Southern Boulevard
Chatham, NJ 07928

2- For securities held by Charles Schwab:

They may be transferred by **journal entry** to the PCCT account number indicated above.

3- For securities held in any other form, please contact the church office directly.

If you decide to initiate a transaction, please advise me at that time what securities are involved and how the value of the contribution should be applied i.e. Current Year Pledge, Prepayment of Next Year's Pledge, Mission Projects, etc. Once we have received gifted securities, I sell them immediately, so I need to be alerted to look for them in our account. I will send you a letter acknowledging the donation and establishing the value we recognize in our Contribution Accounting System. We use the average of High and Low on the New York (or other) Stock Exchange on the day the shares are received by PCCT. This is the same valuation recognized by the IRS.

If you have any questions, please call me at the church office (973-635-2340).

Thank you.