Donations of Stock or Mutual Funds

Redeemer's account is held at -	Smith Barney, Inc. 1650 Tysons Blvd, 10th Floor McLean, VA 22102-3807
Contact -	Larry Hensle 703-556-8111
Account # -	632-02521-14 116

There are three ways to transfer stock or mutual funds:

1. Give your broker instructions to transfer # shares of X Company by wire via DTC 0418 for credit to the account: "Lutheran Church of the Redeemer", Account # 632-02521-14 116
2. You may present the stock certificate at a Smith Barney office.
3. You may mail the stock certificate to Smith Barney, Attn: Larry Hensle, at the address above. Sign the certificate exactly as your name(s) appear(s) on the title and assign to "Lutheran Church of the Redeemer"

Note: Some mutual fund companies will not transfer shares to a broker, but require that the Church establish an account with them. Ask the fund to mail or fax (703-562-7968) the application form to us, Attention Financial Secretary. We've found that if you submit your request to transfer shares along with our account application and our request for disposition of the account in one package, it simplifies and speeds the process.

IMPORTANT! In all cases, please advise Redeemer's Finance Office of your donation, using an Advice of Donation form available at the Church or on the Website or by phone at (703) 356-3346, ext. 103 or via email finance@redeemermclean.org. Provide date, stock description, and designation (e.g. Operating Fund Pledge). This helps us track receipts and ensures that your gift is properly allocated and reflected in your next statement. We will acknowledge receipt of the donation by mail. Redeemer gives credit for the full-redeemed value of the donation before fees are deducted.

Please note! By IRS rules, the transfer for tax deduction purposes does **not** occur **until** title is transferred and reflected in our account. This determination is made by the broker. Simply ordering the transfer, mailing the certificates or delivering the certificates to the Church does not constitute a transfer.