

Non-Restrictive Stock Donation and Stock Disposition Guideline

June, 2015

Introduction

River of Life Christian Church (or “The Church”) is a non-profit organization. Therefore, any fundraising or offerings must be regulated and are not to be done for the purpose of making a profit. Any offering including non-restrictive stock donation must always be intended to financially benefit the church more than the giver. This document defines the guidelines and process for non-restrictive stock donation.

Guidelines for non-restrictive Stock Donation

1. **Restrictive Stocks:** The Church encourages stock donation from the congregation as well as from friends or visitors of the Church. However, restrictive stocks are not accepted because the overhead in removing the restriction poses a very heavy burden and handling problem to the Church Finance Department. If you plan to donate your stocks, please make sure that those stocks are not restrictive or please remove the restriction before donating them to the Church.
2. **Taxation advice:** The Church Finance Department or the Church office will not provide you with any tax advice on the deductibility of your non-restrictive stock gift. These rules can be complicated depending on when and how you acquired the stock. Please consult your tax or financial advisor on the rules governing deductibility of any charitable gift.
3. **Timing for making a non-restrictive stock donation:** The donor is responsible for making his or her best judgment on when to donate the non-restrictive stocks or securities in order to save tax or to make maximum contribution to the church. The Church Finance Department will sell the donated stocks the day after they are received.

To make a non-restrictive stock donation

If you plan to donate your non-restrictive stocks to the Church, simply take the following steps to complete the transaction:

1. **Initiate Transfer:** There are three ways of transferring your stocks;

Securities held in Charles Schwab: Securities held in electronic by you at Charles Schwab*: e-mail or fax your request to Charles Schwab and provide River of Life Christian Church's account at Charles Schwab, Account#7509-6601.

Securities held in brokerages other than Charles Schwab: Securities held in electronic by you at a broker other than Charles Schwab*: Talk to your broker and provide River of Life Christian Church's account at Charles Schwab, DTC # 0164, Account # 7509-6601.

For your conveniences, please find the following Brokers' Stock Transfer Request Forms below:

Charles Schwab:
E-Trade:
TD Ameritrade:

Securities held in physical form by you: Please contact Charles Schwab's office to arrange for the physical transfer of your securities. The procedure is similar to the two methods stated above, except may involve delivering or mailing the actual securities. To contact Charles Schwab's office, please call (800) 662-6068.

2. **Notify the Church:** Immediately after the transfer, please email the following information to Savina Kao, Director of Finance of ROLCC, at savinakao@rolcc.net or send a fax to (408) 748-8877"
 - 1) The company name and number of shares transferred
 - 2) Your name, address, and telephone number and
 - 3) Please specify whether your stock donation is designated for **Shekinah Glory 建殿計劃**.

Please put “**confidential**” on subject line of the email or fax cover page to ensure a high level of confidentiality in processing your donation.

Please call Savina Kao at (408) 260-0257 x 103 for assistance if you have questions or problems concerning completing the transaction.

3. **Receive confirmation:** The Church is not an appraiser, and will not provide donors with a “value” donated stocks or securities. Instead, the Church Finance Department will provide a Stock/Security Gift Receipt that acknowledges the date of contribution, the donor’s name and address, the number of shares given, and the name of the company.

The Church Finance Department will send you a receipt upon receiving the notice for completion of transaction from BOTH you and Charles Schwab. It will take approximately one week before you will receive the receipt.

Stock Disposition Guideline

The Executive Board of Directors of the Church decided and enforces the rule that all non-restrictive stocks and securities the Church receives from donors will be sold the day after completion of the stock transfer WITHOUT exception. On the trading day after the day the stock transfer is completed, a Church-authorized agent will access the Church stock account and sell your donated securities.

Disclaimer

- River of Life Christian Church (ROLCC) and its affiliates appreciate your offering.
- ROLCC does not provide tax or legal advice. Information contained within ROLCC’s website, publication, PowerPoint presentations, communication or oral presentation are not intended to be tax or legal advice.
- ROLCC makes no representations, warranties, assurances as to the accuracy or completeness of the any ROLCC contents pertained in the materials.
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