

# Non-Restrictive Stock Donation and Stock Disposition Guideline

Rev. June 2023

## 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. This document defines the guidelines and process for non-restrictive stock donation.

## Guidelines for non-restrictive Stock Donation

1. **Restrictive Stocks:** The Church only accepts restricted stocks (RSU) that are fully vested and are ready to be traded in the stock market.
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 the 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 the maximum contribution to the church. The Church Finance Department will sell the donated stocks the following business 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 convenience, 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 e-mail the following information to Chunchun Feng, Assistant Director of Finance at ROLCC, at [chunchunfeng@rolcc.net](mailto:chunchunfeng@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 General Building, Mission, or Benevolence Fund.

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

Please call Chunchun Feng at (408) 260-0257 x 106 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 the 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 the 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 the 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, publications, PowerPoint presentations, communications, or oral presentations is not intended to be tax or legal advice.
- ROLCC makes no representations, warranties, assurances as to the accuracy or completeness of any ROLCC contents pertained in the materials.
- Information presented should not be construed as tax or legal advice/opinion on specific facts or circumstances.
- Readers shall seek independent professional tax and legal advice.



# Charitable Gift Transfer Letter of Authorization

- **Complete, sign, and fax to: 1-877-824-3726, Attention: Outgoing Transfers. Clients of investment advisors: Please return this form to your advisor.**
- Use this form to make charitable gift donations by transferring stocks, bonds, and/or mutual funds from your Schwab account to an individual or charitable organization account held at another financial institution.
- For donations to a Schwab Charitable™ account, please use the Contribute to Your Donor-Advised Fund Account form located on the Resources tab at [www.schwabcharitable.org](http://www.schwabcharitable.org).

**1. Schwab Account Information**

---

Schwab Account Number \_\_\_\_\_ Account Title/ Registration \_\_\_\_\_

**2. Securities to Be Transferred**

For each security listed, indicate either Purchase Date and Cost Per Share or Alternate Accounting Method.

---

Name of Stock/ Bond/ Mutual Fund \_\_\_\_\_

---

Symbol/ Ticker/ CUSIP _____	Number of Shares to Be Transferred* _____
Purchase Date (Optional) _____	Cost Per Share (Optional) _____
OR	
Alternate Accounting Method (Please indicate: FIFO, LIFO, Low-Cost, or High-Cost) _____	

---

Name of Stock/ Bond/ Mutual Fund \_\_\_\_\_

---

Symbol/ Ticker/ CUSIP _____	Number of Shares to Be Transferred* _____
Purchase Date (Optional) _____	Cost Per Share (Optional) _____
OR	
Alternate Accounting Method (Please indicate: FIFO, LIFO, Low-Cost, or High-Cost) _____	



Name of Stock/ Bond/ Mutual Fund

Symbol/ Ticker/ CUSIP

Number of Shares to Be Transferred\*

Purchase Date (Optional)

Cost Per Share (Optional)

OR

Alternate Accounting Method (Please indicate: FIFO, LIFO, Low-Cost, or High-Cost)

If a specific lot is not available, we will apply your account's default accounting method. FIFO (first in, first out) is applied when the mutual fund is set to average cost. Please reference the Cost Basis Disclosure Statement for additional details.

\*Only whole shares of equity/stock can be transferred (any fractional shares requested will remain in the account). Shares cannot be specified in a dollar amount.

### 3. Transfer Instructions

Charitable Organization or Individual Recipient Information. (If you are transferring mutual funds, contact the receiving institution to obtain delivery instructions.)

7509-6601

River of Life Christian Church

Receiving Institution Account Number

Account Title/ Registration

Chunchun Feng

(408) 260-0257

Contact Name at Charitable Organization or Name of Individual Recipient

Telephone Number

Charles Schwab

0164

Name of Receiving Institution

DTC Number (Required)

Your name will appear as the charitable gift donor unless you check the following box:

I wish for this gift to be anonymous.

### 4. Authorization to Transfer

Please accept this letter as authorization to irrevocably transfer the above-listed security(ies) from my/our Schwab account to the designated individual or charitable organization listed above. Shares will be transferred in kind and are not to be liquidated. I hereby release and discharge Schwab and its affiliates from any liability or claims in connection with the aforementioned instructions and agree to indemnify and hold Schwab harmless against any losses from any action, claim, or demand of any person based upon Schwab acting under these instructions.

Signature(s) and Date(s) Required

X

Signature: Account Holder

Today's Date (mm/dd/yyyy)

Print Name

X

Signature: Additional Account Holder

Today's Date (mm/dd/yyyy)

Print Name





E\*TRADE Securities LLC  
P.O. Box 484  
Jersey City, NJ 07303-0484

General Fax Number: 1-866-650-0003  
From Outside the US: +1 678 624 6950

Include a [Fax Cover Sheet](#) when submitting documents by facsimile.

--	--	--	--	--	--	--	--	--	--	--

Your E\*TRADE Securities Account Number

## CHARITABLE DONATION FORM

- Use this form to request a charitable donation from your individual, joint, trust, business stock plan, or IRA account.
- To make a charitable donation from your **retirement account** online, [click here](#). If you prefer to submit our request via paper, please attach an [IRA Distribution Form](#).
- To make a charitable donation from your **stock plan account** online, [click here](#).
- Please note that if the purchase date and purchase price are not completed on the form, the shares donated will be selected on a FIFO basis (first-in, first-out). If the purchase price or purchase date is not completed on the form, we will process your request on a best efforts basis. We will contact you if the purchase price is incorrect for the purchase date provided on the form before processing your request.
- You can upload this form online via [documentupload.etrade.com](http://documentupload.etrade.com)
- Need Help? Send us a secure message through [etrade.com](http://etrade.com) or call 800-ETRADE-1.

### 1. ACCOUNT HOLDER INFORMATION

PRIMARY ACCOUNT HOLDER	CO-ACCOUNT HOLDER, IF APPLICABLE
Name/Account Title	Name/Account Title

### 2. TO DONATE CASH/STOCK TO AN ORGANIZATION WITH AN EXISTING E\*TRADE ACCOUNT (COMPLETE THIS SECTION THEN PROCEED TO PAGE 2)

Name of Charitable Institution	Receiving Account Number
Cash Amount to be Transferred	

### 3. TO SEND A STOCK CERTIFICATE TO A CHARITABLE ORGANIZATION (COMPLETE THIS SECTION THEN PROCEED TO PAGE 2)

Register in the Name of	Tax ID Number of the Receiving Party (required)
Ship to	Address

Note: Due to SEC regulation, all paper certificate requests will be electronically transferred to the security's transfer agent via the Direct Registration System (DRS) in place of sending a paper certificate. You should contact the security's transfer agent in order to ensure your gift is forwarded to the charitable organization. To view additional information, visit [www.etrade.com/drs](http://www.etrade.com/drs).

### 4. TO TRANSFER STOCK TO A CHARITABLE ORGANIZATION'S ACCOUNT AT ANOTHER BROKERAGE FIRM (COMPLETE THIS SECTION THEN PROCEED TO PAGE 2)

Receiving Firm Name Charles Schwab	Receiving Firm DTC Number 0164	
Receiving Account Name(s) River of Life Christian Church	Receiving Account Number 7509-6601	For further Credit Account (If applicable)

Please complete the Section that apply to the assets you want to donate.

**5. ASSETS TO BE DONATED (WHOLE SHARES ONLY EXCEPT FOR MUTUAL FUNDS)**

**Transfer All Positions?**  Yes  No **If No, provide the lot details below and the total stocks to transfer:**

Symbol	Number of Shares	Purchase Date	Price Paid
Symbol	Number of Shares	Purchase Date	Price Paid
Symbol	Number of Shares	Purchase Date	Price Paid

**6. EMPLOYEE STOCK PLANS SHARES TO BE DONATED (WHOLE SHARES ONLY)**

**6A. ESPP SHARES**

**Transfer All ESPP Shares?**  Yes  No **If No, provide lot details below and the total ESPP Shares to transfer:**

Symbol	Number of Shares	Purchase Date	Purchase Price
Symbol	Number of Shares	Purchase Date	Purchase Price

**6B. RESTRICTED STOCK/PERFORMANCE GRANTS**

**Transfer All Grants?**  Yes  No **If No, provide lot details below and the total RSU/PSU shares to transfer:**

Grant Type (RSU/PSU)	Grant Date	Grant Number	Vest Date
Symbol	Number of Shares	Estimated Cost Basis	

**6C. EXERCISED SHARES**

**Transfer All Exercised Shares?**  Yes  No **If No, provide lot details below and the total Exercised Shares to transfer:**

Grant Date	Grant Number	Exercise Date
Symbol	Number of Shares	Estimated Cost Basis

**6D. OTHER STOCK PLAN SHARES (OSPS)**

**Transfer All OSPS Shares**  Yes  No **If No, provide lot details below and the total OSPS Shares to transfer:**

Symbol	Number of Shares	Acquisition Date	Estimated Cost Basis
Symbol	Number of Shares	Acquisition Date	Estimated Cost Basis

**7. ACCOUNT HOLDER SIGNATURES**

I authorize E\*TRADE Securities LLC to transfer the securities or cash as listed above. I understand that upon receiving this form, E\*TRADE Securities will cancel any open orders that will affect the transfer.

X

Signature of Primary Account Holder Date (MM/DD/YY)

X

Signature of Co-Account Holder Date (MM/DD/YY)

Please print your name here

Please print your name here

The E\*TRADE Financial family of companies provides financial services including trading, investing and banking products and services to retail customers. Securities products and services are offered by E\*TRADE Securities LLC, Member FINRA/SIPC.



# Transfer Out - Depository Trust and Clearing (DTC) Transfer Form

For use when requesting a Charitable Gift or Outbound partial transfer to another financial institution.

**Mail or Fax to:**

PO Box 2760 ■ Omaha, NE 68103-2760  
Fax: 866-468-6268

**1. ACCOUNT INFORMATION**

Account Number:	Contact Number:
-----------------	-----------------

**2. ELECTRONIC TRANSFER INSTRUCTIONS**

- Charitable Gift**  
For tax purposes, please contact recipient of coming donation. Consult with a tax professional on any tax issues. Please review the guidelines below to make sure your transfer can be processed.
  - For all gift transfers, the date of gift is the date the transfer is completed.**If a charitable contribution, I certify that it is bona fide. TD Ameritrade Clearing, Inc. may release my name to the receiving charitable organization unless I indicate otherwise by initialing here \_\_\_\_\_.**
- Partial Transfer**  
**Other than charitable contributions, if transfers are not between like-titled accounts, the third party information below must be completed.** Partial account transfers between brokerages via an electronic system.  
Pursuant to the provisions of the USA Patriot Act of 1001, TD Ameritrade needs specific information from our clients regarding certain transactions, including Third Party Transfers. For this reason, we do ask for a specific purpose for Third Party Transfers.  
**Please Note:** Not all Third Party Transfer requests can be facilitated as the request may be outside TD Ameritrade's scope of business.

Reason for Third Party Transfer:	Relationship:
Receiving Firm Name: Charles Schwab	DTC Number: 0164
Receiving Account Title: River of Life Christian Church	Receiving Account Number: 7509-6601

**3. ASSETS TO BE TRANSFERRED**

Only whole shares can be requested, as fractional shares cannot be processed. I understand that any trading could delay the processing of this request.

Symbol/CUSIP	# of Shares	Symbol/CUSIP	# of Shares	Symbol/CUSIP	# of Shares

Please list additional shares from transfer on a separate piece of paper

If you would like to select a specific lot to be transferred other than your current lot relief selection, please submit a signed and dated letter of instruction (LOI) along with your Partial Transfer Form. The LOI will need to include: Asset Description or Symbol, Number of Whole Shares, Date Purchased and Current Cost per Share.

*\*If lots are not specified prior to the settlement of the transfer, your transfer default tax lot identification method will be used. Please note, your default tax lot identification method for transfers may be different than what you selected for trades. To view available lots for the transfer, please log into your account and access the Gain/Loss Report, which can be located under My Account>Gain Loss. .*

I (we) authorize TD Ameritrade Clearing, Inc. to transfer the above-listed security as indicated. I understand that not all securities are eligible for direct registration transfer.

**4. SIGNATURE AND SIGNATURE GUARANTEE STAMPS (Please sign, print, and mail or fax this form to initiate the transfer request.)**

<b>X</b> Account Owner's Signature:	Date:
<b>Signature Guarantee Stamp:</b>	
<b>X</b> Account Co-Owner's Signature:	Date:

Investment Products: Not FDIC Insured \* No Bank Guarantee \* May Lose Value

TD Ameritrade, Inc., and TD Ameritrade Clearing, Inc., members FINRA/SIPC. TD Ameritrade is a trademark jointly owned by TD Ameritrade IP Company, Inc. and The Toronto-Dominion Bank. © 2020 TD Ameritrade.

