

**INFORMATION ON STOCK TRANSFERS TO THE DIOCESE OF OLYMPIA,
ITS MEMBER CONGREGATIONS, AND OTHER EPISCOPAL MINISTRIES – updated Sept. 07**

Securities may be the best asset for you to give to support programs of the Diocese or your congregation, or other Episcopal ministries, in light of certain tax advantages. If you give appreciated securities *that you have held for at least one year and a day*, you can deduct the full fair market value (both the amount you paid and your gain), up to 30% of your adjusted gross income in the year of the gift. Any excess may be deducted over the next five years. By giving securities to the church you avoid paying capital gains tax as well as ordinary income tax.

If the gift is valued at more than \$500, you will need to fill out IRS Form 8283 and submit it to the Diocese. The Diocese will acknowledge receipt of the gift on this form and return it to you so that you may comply with all IRS regulations.

How to Make the Stock Transfer

A letter of instruction (see sample on next page) must be sent to three places:

1. Your broker
2. Diocese of Olympia brokerage firm (Morton Clarke, see address below)
3. Diocesan Planned Giving Office, P O Box 12126, Seattle 98102
Fax: 206-325-4631

The letter should indicate the church, program or purpose you wish to support. Electronic transfers are the most efficient method. However, if you have the stock certificates in your possession, you should send the unendorsed stock certificates and a signed stock power (available from your broker) *in separate envelopes* to our broker, Morton Clarke (see address below). The gift is complete as of the postmark date of the later envelope.

If your broker holds the security for your account, instruct the broker to transfer the securities electronically to the Diocese of Olympia, Inc. account (**MC0 004332**), **DTC #0226**. If there are questions, have your broker contact the diocesan brokerage firm at 206-676-6201 for specific details.

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| * Account Name & Number: | Diocese of Olympia, Inc. Account # MC0 004332 |
| * Tax ID Number | 91-0200430 |
| * Clearing Firm: | National Financial Services Corporation |
| * DTC: | #0226 |
| * Broker for the Diocese of Olympia | Morton Clarke Burns Fu & Metcalf
520 Pike St.
Suite 2250
Seattle, WA 98101-4013 |
| * Contact | Nolan LaFrombois– 206-676-6219 |
| * Purpose of gift: | Include specific instructions re the congregation, program, and purpose of your gift. Be aware that electronic transfers can take a week or more and certificates can take a month or more. |

SAMPLE LETTER OF INSTRUCTION.
broker, and to the Diocesan broker.

Mail a copy to Diocese of Olympia, to your

Your Return Address
Your Phone Number
Date

Inside address (to your broker)

Dear _____:

Please transfer (**number**) shares of (**Name of company, common or preferred**) stock ("**ticker**"
symbol _____) from my account (**brokerage or custodial account no.** _____)
*to the Episcopal Diocese of Olympia, Inc. account # MC0 004332 at National Financial Services
Corporation, DTC #0226.*

If you have questions, contact the assistant to the broker for the Diocese of Olympia at:

Morton - Clarke, Inc.
Attn.: Nolan LaFrombois
520 Pike St.
Suite 2250
Seattle, WA 98101-4013

(206) 676-6219 **DTC #0226**

The Tax ID number of the Diocese is 91-0200430, and its address is:

Diocese of Olympia
P O Box 12126
Seattle, WA 98102
(206) 325-4200 or 1-800-488-4978 (within Washington state)

This gift is for the benefit of (**congregation or program**) in (**city and state**) for the following purpose (s):

Sincerely,

(Signature in full)

Type your Name

Cc: Nolan LaFrombois, Morton-Clarke Inc., 520 Pike St., Suite 2250, Seattle, WA 98101-4013
Diocese of Olympia, Planned Giving Office, PO Box 12126, Seattle, WA 98102

Thank you for your gift of stock to support the Episcopal Church. For more information about including the church in your will or estate plans, contact the Planned Giving Office at 206-325-4200, or 1-800-488-4978, ext. 315.

How is the Value of Securities Established?

For income tax purposes, the value of a gift is the median market value on the day the gift is made. If a security is listed on a recognized stock exchange, the median market value represents the mid-point between the high and the low of the listed stock on the day the gift is made.

The date the gift is made is determined by any of the following:

- When it has been hand delivered to the parish or diocese
- When received by the broker or agent for the parish or diocese (not the donor's)
- The date the securities are mailed to the parish or diocese or its broker or other agent
- When delivered to the parish or diocese by the donor's broker or agent
- When transferred to the parish or diocese on the books of the corporation if the donor delivers stock certificate to his/her bank or broker as the donor's agent, or to the issuing corporation or its agent, for transfer into the name of the parish or diocese

Two Points to Remember When you Donate Appreciated Securities:

With the tax-saving advantages achieved by donating appreciated securities held more than a year, you may find that you can be more generous than you could be with an after-tax gift of cash.

For appreciated securities that you have held short term, your cost basis is deductible. However, you will not be able to deduct the appreciation as you can with securities held long term. Securities you have held long term (more than one year) are fully deductible at fair market value and you do not incur a tax on unrealized capital gain.

Gifts of appreciated property may cause a small number of taxpayers to be subject to alternative minimum tax. Check with your own tax adviser when you contemplate a major gift of stock.

DIOCESAN POLICY ON SALE OF DONATED SECURITIES

The Board of Directors of the Diocese of Olympia has adopted a policy to sell gifts of securities as soon as they are received. **There may be a delay of a day or two that can change the value of the stock and the gift from its value when it was donated.** This does not change your deduction value, but may affect the amount actually available to the parish or program you designate.