



Anglican Diocese in New England

6 Allens Court, Amesbury, MA 01913

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ACCOUNT # Z73-041610
FIDELITY DTC # 0226

Instructions for Making a Gift of Securities to the ADNE

Securities Held by your Bank or Broker

It is usually best to transfer securities held by your bank or broker electronically to the Anglican Diocese in New England (ADNE) via the Depository Trust Company (DTC) System.

- First, provide written instructions about your gift to your bank or broker: e.g. stating your intent to make an irrevocable gift to the ADNE, the name of the stock and the number of shares or units to be transferred electronically, the purpose (general gift, designated gift to Next Step, Spiritual Formation, Healing and Prayer Ministry, St. Aidan's, etc.), and the date on which the stock is to be transferred. Please ask your bank or broker to include your name and address in the DTC transfer instructions.
- Second, notify the ADNE office of details for any securities sent electronically to ensure proper crediting and acknowledgement of your gift. Mutual fund units cannot be sent electronically using the DTC system and thus may require a long lead-time to ensure transfer by the end of the calendar year. Please check with your bank, broker or mutual fund company since the transaction time for transferring mutual fund units can be as long as six weeks due to sales restrictions and transfer procedures imposed by many mutual funds.

Acknowledgement and Receipt

An email confirmation will be sent once we receive notification of a security transfer. As soon as we receive the security gift and match it to the donor, the ADNE will then send a letter of acknowledgment stating the nature of the gift, the gift valuation date, and the gift valuation amount.

Gift Valuation Date

Your gift is valued on the day on which the ADNE assumes ownership and control of the securities:

- The day the security is received in the brokerage account of the ADNE for electronic transfers through DTC.
- The day mutual fund units are deposited into the brokerage account of the ADNE.
- The postmark date on the envelope if the physical certificate(s) is sent by mail (if the certificate(s) and the two signature guaranteed forms are sent on two different dates, the later date will be used), or the day on which the ADNE takes physical possession of the certificate(s) and the two signature guaranteed forms. Again, if different dates, the later date will be used.

Gift Valuation Method

The value of a stock gift is calculated by averaging the high and low quoted selling prices for the stock as of the gift valuation date. The value of a bond gift is calculated by averaging the bid asked prices for the bond as of the gift valuation date. The value of a mutual fund gift is calculated using the net asset value for the mutual fund as of the gift valuation date. It is the responsibility of the donor to document the date of the gift and its value for tax purposes. If you intend to make a gift of stock, mutual fund units, bonds or other securities prior to the end of the calendar year, allow three to six weeks processing time, depending on the type of transfer.

The Anglican Diocese in New England is a religious organization and does not provide tax, legal, or financial advice. Donors should seek counsel from their own tax, legal and financial advisors.