



## **Securities Transfer Instructions**

We appreciate your interest in a gift of securities. The method of transfer depends on how you currently hold the securities.

**If you have a physical, paper certificate, your gift can be completed in one of two ways.**

### ***By Mail:***

The certificate, along with a letter of instruction regarding the purpose for which the gift is to be used, may be mailed to the following address:

Church of the Nazarene Foundation  
17001 Prairie Star Parkway, Ste. 200  
Lenexa, KS 66220

We recommend that you use registered or certified mail to send the certificate. In a separate envelope, please mail a signed Stock or Bond Power. The Stock or Bond Power can be obtained from your broker or from the Foundation. Please contact us by e-mail or at our toll-free number (both listed at the end of this document) for the form.

### ***By Hand Delivery:***

The certificate, along with a letter of instruction regarding the purpose for which the gift is to be used, may be delivered by hand to the following address:

Church of the Nazarene Foundation  
17001 Prairie Star Parkway, Ste. 200  
Lenexa, KS 66220

The certificate must be accompanied by a Stock or Bond Power, available from your broker or the Foundation.

**If the security is held in a brokerage account, your gift can be transferred electronically.**

The Foundation maintains accounts at several major brokerage houses. If the Foundation has an account at the same broker as where the security is held, it can be transferred internally. Please contact us to determine whether the Foundation has an active account at your brokerage house. Transfers can

be made into the Foundation's main brokerage account from any account in the country by using the following instructions:

Church of the Nazarene Foundation

Account # 20378620

Robert W. Baird & Co. Incorporated

DTC # 0547

Contact: Tracy M. Raz at 866-792-9679

Any electronic transfer should be accompanied by written notice to the Foundation with the following information:

- Donor's name
- Name of stock and number of shares being transferred
- Purpose for which the gift is to be used

This notice may be mailed, faxed or emailed to us. (Contact info at the bottom of this document.)

### **Gifts of Mutual Funds**

The process for giving mutual fund shares varies by company, so please contact us for specific instructions.

### **Income Tax Deduction**

The Foundation will issue you a tax receipt for your gift of securities.



### **Church of the Nazarene Foundation**

Phone toll free: 866-273-2549    Email: [info@nazarenefoundation.org](mailto:info@nazarenefoundation.org)

Phone (913) 577-2983    Fax (913) 577-0898

17001 Prairie Star Parkway, Suite 200 / Lenexa, KS 66220