

## Instructions for Stock Gifts to Stony Point Reformed Presbyterian Church

Stony Point Reformed Presbyterian Church holds a brokerage account with Wells Fargo Advisors, Meridian Office Building, 1800 Bayberry Court Suite 100, Richmond, VA 23226. Our financial advisors are Michael Heflin and Audrey Ramseur at 804-289-2257 or 800-368-2201.

Stock may be electronically transferred into our brokerage account. Tell your broker to transfer the stock to DTC #0141 and to reference account number 5943-3971.

Paper stock certificates must be accompanied by a letter from the donor stating that they are giving the stock to Stony Point Reformed Presbyterian Church.

It is the policy of Stony Point Reformed Presbyterian Church to convert all stock gifts to cash upon receipt. Upon receipt of the cash proceeds from Wells Fargo Advisors, the Church will mail an acknowledgement for tax purposes to the donor.

Stony Point Reformed Presbyterian Church's federal tax identification number is 54-0954852.

**IMPORTANT NOTE:** You must inform <u>Anna Catherine Lake</u>, SPC's Assistant Administrator, when the stock has been gifted, and to which fund you are contributing the stock (for example, the General Fund, TRANSFORM, or Diaconal Ministry).

Please direct any questions to <u>Anna Catherine Lake</u> in the church office.