

## **Gifting of Securities (registered in donor's name) in Certificate Form to an Organization**

You will need:

1. Physical Stock/Bond Certificate
2. Letter of Authorization – “Gift of Stock/Bond Certificate” (Attachment A)
3. Irrevocable Stock/Bond Power (Attachment B – Sample)
4. Letter of Notification to the organization informing them of the gift of securities (Attachment C)

Transfer Instructions:

- Complete and sign Letter of Authorization (Attachment A)  
*All parties registered on the stock certificate must sign the letter of authorization.*
- Sign “Irrevocable Stock/Bond Power” (Attachment B – Sample)  
*All parties registered on the stock/bond certificate must sign the Stock Power and put social security number(s) on top.*  
*Note: Do not complete any other lines on this form. Only your signature(s) is required. **DO NOT** sign the actual stock/bond certificate.*
- Inform the organization of your gift by completing Letter of Notification of Gift of Securities (Attachment C)
- Deliver or mail items 1 –4 as noted above:  
(Physical securities certificate, Letter of Authorization (Attachment A), Irrevocable Stock/Bond Power (Attachment B) and Letter of Notification (Attachment C))

Direct to the Organization:

Name: Perinton Ecumenical Ministries, Inc.  
dba Advent House

Address: 1010 Moseley Rd.  
Fairport, New York 14450

Attention: Glenda Hastings

**The organization will then be responsible to deliver securities to investment management firm.**

**OR**

Direct to the Organization's Investment Management Firm:

Bank Name: Morgan Stanley Wealth Management

Address: 300 Linden Oaks, 2<sup>nd</sup> Floor  
Rochester, NY 14625

Attention: Brittany Bieger  
323-\*\*\*\*\*

Note: If items 1-4 are delivered direct to the investment management firm, the donor must notify the organization separately of donor's gift by forwarding a duplicate copy of Attachment C – Letter of Notification to the organization. The brokerage firm will not be responsible for doing this.

**Gift of Stock/Bond Certificate  
Letter of Authorization (LOA)  
Attachment A**

Date: \_\_\_\_\_

*Organization's Investment Management Firm:*

Bank Name: Morgan Stanley Wealth Management  
Address: 300 Linden Oaks, 2<sup>nd</sup> Floor  
Rochester, NY 14625  
Attention: Brittany Bieger

To Whom It May Concern:

I wish to gift the following securities: **(Donor completes this section)**

<u>Company Name</u>	<u># Shares</u>
_____	_____
_____	_____
_____	_____
_____	_____

Note: each different security must be accompanied by a separate stock/bond power

to the following organization for deposit to their account as designated below:

Name of Organization: Perinton Ecumenical Ministries, Inc.  
dba Advent House

Investment Account #: 323-\*\*\*\*\*

Sincerely,

**(Donor(s) sign)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Note: All parties registered on the certificate must sign this letter of authorization)

**Letter of Notification of Gift of Securities**  
**Attachment C**

Please be advised that I (we) have made a gift of securities to you:

Organization Name: Perinton Ecumenical Ministries, Inc.  
dba Advent House

Address: 1010 Moseley Rd.  
Fairport, New York 14450

Attention: Glenda Hastings

Comments: \_\_\_\_\_ e.g represents annual pledge

Details are as follows: (Donor completes this section)

<u>Company Name</u>	<u># Shares</u>	<u>Date of LOA</u> Letter Authorization of Transfer (attachment A)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Securities and attachments A & B  
delivered direct to you (per enclosures)

Securities and attachments A & B  
delivered direct to investment management  
firm

Sincerely,

**(Donor(s) signs)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note: Donor is responsible of informing the organization of gift. Donor must mail duplicate copy of this letter to the organization in event that securities are delivered directly to investment management firm.*

## **Gifting of Securities via Wire Transfer from Donor's Brokerage Account to Organization's Inv. Mgt. Account**

Donor to mail or fax to his/her broker the following completed and signed:

1. Letter of Authorization LOA (Attachment D) - "Gift of securities via wire transfer from Donor's brokerage account to Organizations Investment Management Account"

*Note: All parties registered on the brokerage account must sign this letter of authorization (Attachment D). If you fax the LOA to your broker you will need to forward the original to your brokerage house for their records.*

2. Completed and signed (Attachment C) - "Letter of Notification of Gift of Securities"

*Note: Investment Management firms will not be responsible for notifying the organization of donor's gift.*

Donor to mail duplicate copy of (Attachment C) "Letter of Notification of Gift of Securities" direct to the organization.

**Gift of Securities Certificate  
via Wire Transfer from Donor's Brokerage Account  
or Organization's Investment Management Account  
Letter of Authorization (LOA)**

**Attachment D**

Donor's Brokerage Firm:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Attention: \_\_\_\_\_  
(Broker's Name)

To Whom It May Concern: **(Donor completes this section)**

I wish to gift the following securities from my account # \_\_\_\_\_

<u>Company Name</u>	<u># Shares</u>
_____	_____
_____	_____
_____	_____
_____	_____

to the following organization for deposit to their account as designated below:

Name of Organization: Perinton Ecumenical Ministries, Inc.  
dba Advent House

*Organization's Investment Management Firm:*

Bank Name: Morgan Stanley Wealth Managment

Inv. Mgt. Account #: 323-\*\*\*\*\*

DTC# 0015

CODE (if applicable) \_\_\_\_\_

**(Donor(s) sign)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Note: All parties registered on the donor's brokerage account must sign this letter of authorization.)