

# Stock Donation Instructions

## Riverside Christian School

This document provides editable instructions and templates to complete a charitable donation of publicly traded securities (stocks, bonds, mutual funds) to the Riverside Christian School. Use the letter to authorize a transfer with your broker, and send the notification email to Riverside Christian's School Office so they can properly acknowledge your gift.

### Why donate appreciated securities?

- If held > 1 year, you may deduct the full fair-market value and avoid capital gains tax; RCS also avoids capital gains upon sale.
- Your charitable impact is larger compared to selling first and donating cash.
- Consult your Tax Advisor

### Step-by-step process

1. Contact your financial institution/broker and instruct them to transfer shares directly to Riverside Christian's brokerage account.
2. Send RCS a notification so they can match the incoming shares to you and your intended designation.
3. RCS will liquidate the shares upon receipt and issue a charitable receipt for your records.

### Delivery (Brokerage) Information

Receiving Firm	[Edward Jones]
DTC Number	0057
Account Title	Riverside Christian School
Account Number	37016012

### Contacts – Riverside Christian School

Riverside Christian School  
610 2<sup>nd</sup> Ave NE  
East Grand Forks, MN 56721  
Phone: 218 – 773 - 1770