

**Letter of Authorization – Stock Transfer**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Account Representative)

\_\_\_\_\_  
(Investment Company Name)

This is to authorize \_\_\_\_\_ to  
(Investment Company Name)

transfer \_\_\_\_\_ shares of \_\_\_\_\_  
(Number) (Name of Stock/Fund) (Stock Symbol)

held in account number \_\_\_\_\_ in the name of \_\_\_\_\_  
(Donors Account #) (Donor's Account Name)

to the account of Houston Northwest Baptist Church, Tax ID #74-1760255, ProEquities #5EQ-102720,  
DTC 0443, effective the close of business \_\_\_\_\_.  
(Date)

Please call me at ( ) \_\_\_\_\_ or ( ) \_\_\_\_\_ if you have any questions.

Sincerely,

\_\_\_\_\_  
(Donor's Signature)

**Tax Records:**

Number of shares: \_\_\_\_\_

Stock name: \_\_\_\_\_

Stock symbol: \_\_\_\_\_

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

Price per Share: \_\_\_\_\_

Total Donation: \_\_\_\_\_

## **Contributions to the Church in the Form of Stock**

If you are interested in contributing stock to the church, you can do so through a direct transfer from your current brokerage account. In order to accomplish this, you will need to fill out the attached, “Letter of Authorization – Stock Transfer” form and give to the financial institution that is holding your stock or mutual fund.

Once the stock reaches the church’s account, the church will mail the donor a letter acknowledging the contribution of stock as per the date the transaction was initiated. Because this is a non-cash contribution, the amount received will not appear on the donor’s giving record. A letter will be given to the donor confirming the receipt of the gift. This letter is for your personal records and is to be used as confirmation of the gift as support for federal tax purposes. The church does not place a value on the stock. A record should be kept by the donor concerning the value of the stock on the date donated.

In order for you to receive a confirmation letter from Houston Northwest Baptist, please fax a copy of the “Letter of Authorization” to Don Howard at (281) 469-8469 or e-mail to [donh@hnw.org](mailto:donh@hnw.org)