



# 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  
13795 S. Mur-Len Road, Suite 101  
Olathe, KS 66062**

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 Catherine Jay by e-mail [cjay@nazarenefoundation.org](mailto:cjay@nazarenefoundation.org) or at our toll-free number, 866-273-2549, 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  
13795 S. Mur-Len Road, Suite 101  
Olathe, KS 66062**

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 Catherine Jay at 866-273-2549 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 to the address above or may be faxed to 913-397-9494 or sent by email to [cjay@nazarenefoundation.org](mailto:cjay@nazarenefoundation.org).

**Gifts of Mutual Funds**

The process for giving mutual fund shares varies by company, so please contact the Foundation at 866-273-2549 for specific instructions.

**Income Tax Deduction**

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