

Name of Procedure:	Making Gifts of Stock Securities/Mutual Funds to Trinity Presbyterian
Date:	July 9, 2008
Last Update:	N/A
Reason for Update:	N/A
Applicable Forms	N/A
Procedure approved by:	See Finance Committee, minutes dtd 7/9/08, Becky Schooler, Chair

General: Trinity Presbyterian has worked closely with a couple of local brokers to process your securities gifts. The intent is to provide both general and specific directions for you to follow depending on your needs. Please contact the broker in advance of your transaction to confirm instructions.

Procedures: Electronic Transfers. In general, when securities are held by your bank or broker, you are making the transfer electronically through the Depository Trust Co. (DTC) system. Please contact the Trinity Presbyterian Financial Secretary prior to making a transfer and communicate which broker you are using. This is important so the church is able to recognize you as the donor and monitor the timeliness of the transaction.

Sending Stock Certificates by Mail or Hand Delivery. If you possess securities in certificate form, you need to deliver the securities to a broker for transfer. They will require a stock power for each certificate. Rather than endorsing the stock certificate, you will endorse a stock power which must be signature guaranteed by a certified bank officer. You will complete the section on the stock power indicating the name of the stock, number of shares and certificate numbers. We request you contact the broker directly for more detailed instructions.

2 Broker Options for Local Service

1. UBS Financial Services Inc.

2445 SW Wanamaker Road, Ste 100
Topeka, KS 66614-5435
Tel. 785.271.1300
Fax 785-271-1395
Toll Free 800-657-7251

UBS Contact Name: Joseph Pierce

If stock is held in a brokerage account, send it via DTC:

DTC: #0221

Account number: TA00760

Account Name: Trinity Presbyterian Church

If stock is held privately, you may deliver to: UBS Financial Services Inc (address above)

(Do not register stock in the name of the church.)

2. Edward Jones

3512 Southwest Fairlawn Road, Ste 100
Topeka, Ks. 66614
Tel. 785.272.1301
Fax 888.222.0891

Edward Jones Contact Name: Lief E. Nelson

If stock is held in a brokerage account, send it via DTC:

DTC: #0057

Account number: 981-07825-1-7

Account Name: Trinity Presbyterian Church

If stock is held privately, include in your instructions:

FBO: Trinity Presbyterian Church

Account # 981-07825-1-7