Name of Policy:	**Making Gifts of Securities**
Date:	Sept. 14, 2009
Last Update:	April 11, 2012
Reason for Update:	Annual Review
Applicable Forms	N/A
Procedure approved by:	Finance Committee vote, April 11, 2012

General: Trinity Presbyterian works closely with a local broker 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 the name of the stock, and the number of shares to be transferred. This is important so the church is able to recognize you as the donor and monitor the timeliness of the transaction. **Year-end Transfers**: If you intend to make a securities gift prior to the end of the calendar year, you must take into consideration the time necessary to process your transaction. Trinity suggests that you begin to initiate your transfers by ***December 10*** to allow sufficient time to process your gift. Transaction time for gifts of mutual fund units may take several weeks. Please contact the Financial Secretary regarding your end-of-year gift ***as soon as possible before year end***.

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.

Broker Option for Local Service

Investment Planners, Inc.
3500 SW Birchwood Drive
Topeka, KS 66614
Tel. 785.440.4040
Fax 785-440-4045

Contact Name: Nathan Rewerts

If stock is held in a brokerage account, send it via DTC:
DTC: # 0235
Account number: 794-09041
Account Name: Trinity Presbyterian Church

If stock is held privately, you may deliver to: Investment Planners, Inc (address above)
(Do not register stock in the name of the church.)