



Lutheran School of Theology at Chicago

Instructions for Giving Stock or Securities to LSTC

Giving stock or other securities to the seminary offers you an opportunity to invest in theological education while potentially realizing significant capital gains tax savings. The value of your gift will be assigned by the Advancement Office based on the average of the high and low market values on the date of transfer.

Gifts of stock or other securities may be **transferred in three ways**:

- 1) **Electronic Transfer: This is the preferred way.** Stock or securities are transferred electronically to the seminary's account by your broker. Your broker will need the following information to make the electronic transfer:

UBS Financial Services, Inc.
DTC Clearing 0221
A/C Number CP 39276 E7
Lutheran School of Theology Donation A/C
Attention: Rick Held, UBS Financial Services, 312-525-4589

It is critical when transferring stock or other securities electronically that you or your broker inform staff in the Advancement Office of the transfer details and your gift intentions before the transfer is processed (see contact information below).

- 2) **Through Your Broker/Agent:** Your broker or agent sets up a gift account within your broker/agent's firm for the Lutheran School of Theology at Chicago, into which your gift of stock or other securities is transferred. The seminary will then process the transfer from your broker/agent to UBS, our investment manager.

To make this arrangement, please have your broker/agent contact the Advancement Office (see contact information below).

- 3) **Transfer of the Certificate(s) – Three transfer options:**

- a) **Reissue Stock Certificate:** Gifts of stock may be made through reissue of the stock certificate and sent to the seminary. The certificate should be in the name "Lutheran School of Theology at Chicago" and sent to the Advancement Office using the contact information below.
- b) **Deliver and Endorse the Stock Certificate:** Personally deliver the stock certificates to the Advancement Office, sign the back of the stock certificate (do not endorse the certificate to LSTC), and sign a letter provided by LSTC that requests and authorizes the deposit of the certificate to the Lutheran School of Theology Donation A/C. **Again, we advise this process only if you are delivering the documents in person.** A signed certificate becomes a negotiable instrument, and as a result there is potential risk in mailing a certificate.

- c) **Execute an Irrevocable Stock Power:** Fill out an “Irrevocable Stock and Bond Power” form provided by LSTC. Once this form has been completed, you may send it along with the certificate to the contact information below **without** having to sign the back of the certificate. We highly advise that you mail the certificate and form in **separate envelopes**. A potential risk is incurred if both documents mistakenly end up in unethical hands. Contact the Advancement Office using the information below to obtain a copy of the form.

The seminary’s federal tax exemption number is 36-2246704.

You may inform LSTC of your gift of stock or securities. Please include the transfer details with your gift purpose/fund, and contact the following Advancement Office personnel below:

Ms. Jessica Houston
Assistant Vice President for Development Programs
Phone: (773) 256-0697
Email: jhouston@lstc.edu

Mr. Mark Van Scharrel
Vice President for Advancement
Phone: (773) 256-0676
Email: mvanscha@lstc.edu

Mailing Address:

Advancement Office
Lutheran School of Theology at Chicago
1100 East 55th Street
Chicago, IL 60615-5112

General Phone: (773) 256-0700
Fax: (773) 256-0782