

## MEMO

**TO: Donors**  
**FROM: Lucille Sterling, Executive Director**  
**RE: SECURITIES TRANSFER INSTRUCTIONS & FEES**  
**Date: January 1, 2012**

To electronically transfer stock, bond, or mutual fund assets to the Desert Southwest United Methodist Foundation:

1. Provide us with your complete name, address, city, state, and zip code so that we may send you proper IRS documentation for your gift. You may e-mail or fax (602-265-1524) this information, but ***please notify us before you transfer*** so we can be “on the look out” for your gift and conduct the necessary transactions as soon as the transfer arrives in our account.

2. Provide your financial advisor with the following information:

- |                                |   |
|--------------------------------|---|
| A. The Foundation's Brokerage: | Wells Fargo Advisors, L.L.C.<br>2415 E. Camelback Rd., Suite 1000<br>Attn: Jim Kinnear or Kurt Reighard<br>(602) 952-5163 or (602) 808-5667 |
| B. The Brokerage's DTC Number: | 0141  |
| C. Account Name:               | Desert Southwest United Methodist Foundation  |
| D. Account Number:             | 2512-2161   |
| E. Foundation's Tax I.D. #:    | 86-0621325  |

3. Instruct your financial Advisor to transfer assets through the DTC system and to the account number listed in item “D” above.

4. Via e-mail using the [lucille@dsumf.org](mailto:lucille@dsumf.org) address, instruct DSUMF as to any designations of the funds realized after our sale of your gifted securities.

### **Stock Transfer Fees** effective January 1, 2009:

1. All depositors, regardless of balance carried in their accounts, will qualify for THREE FREE Security Transfers per year.
2. One additional FREE Security Transfer will be provided to each depositor for each additional increment of \$35,000 balance carried in their account.
3. If a properly notified depositor continues to carry a balance less than the minimum required (\$5,000), then each additional Security Transfer shall generate a fee of \$350.
4. A new church start with the minimum balance requirements (\$5000) will be exempt from the Security Transfer fees. FREE Security transfers will be provided for 5 years from date of inception.
5. The \$350 Gifted Security Transfer Fee is to be subtracted and retained from proceeds realized in the sale of the security prior to distribution of net proceeds to the church.
6. Security Transfers received for the benefit of member churches while member church is in the process of a capital campaign will be exempt from stated fees.

**THANK YOU!**