

The following outlines the process to gift securities to Adat Chaverim. Adat Chaverim provides no tax advice. For any tax advice please contact your own tax advisor.

1. Contact your brokerage company to initiate the donation.
2. Most will have something called a “Letter of Instruction for Gifts of Securities” or “Letter of Authorization for Gifting Shares”. You should be able to find it online, but you may need to call them. If you call, **DO NOT** use the word “transfer” in your request. Tell them you want to make a gift of shares to a charity.
3. If you have a personal broker, s/he should be able to take care of this for you. If not, fill out the form, keep a copy and mail it in. The process could take a couple of weeks, so make allowances.
4. You will need the following recipient information to complete the form:

Broker (DTC)	Charles Schwab (DTC Number: 0164 code 40)
Account Number	8105-9788
Account Title	Adat Chaverim 6300-A Independence Pkwy Plano, TX 75023
Account Contact	Treasurer (treasurer@AdatChaverim.org)
Account Phone	(972) 491-5917

5. Contact the treasurer at treasurer@AdatChaverim.org to alert him/her of the donation.
6. Our policy is to sell donated securities as soon as practicable after receipt.
7. If this donation is to be applied to your membership balance or campaign pledge, you will receive credit equal to the closing price of the securities on the day received into our account (less sales commission and fees). If the securities are sold the same day as received, you will receive credit for the actual sales price less commissions and fees.
8. While we are not providing tax advice, according to IRS regulations, the amount of your tax deduction is determined by the fair market value of the securities on the day the shares are gifted. “*In general... the mean between the highest and lowest quoted selling prices on the date of the gift is the fair market value per share or bond.*” If there is a delay between the making of the gift and the receipt by Adat Chaverim, be aware that your deduction will likely be different from your account credit. Please consult your own tax advisor for advice.