



FPC HOUSTON

## STEP 1 - TRANSFER STOCK

### **BY ELECTRONIC TRANSFER**

Provide your broker or financial adviser with the following information:

- **Account Name:** First Presbyterian Church of Houston
- **Account Number:** 13451541
- **DTC #** 0725
- **Tax ID #**74-1180189

Make sure that your name, address, and account number are included in the transaction to Raymond James & Associates.

### **BY MAIL (STOCKS IN YOUR PERSONAL POSSESSION)**

Mail the following by tracked or registered mail system (e.g. FEDEX, Registered Mail) to:

**Raymond James & Associates**  
500 Dallas Street Suite 3400  
Houston TX 77002  
Attn. Donna Bergier

### **ITEMS TO MAIL**

- Stock Power - sign & date at the bottom (See below)
- Authority to Deposit Securities – sign under client signature (See below)
- Stock Certificates

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## STEP 2 - NOTIFY FIRST PRESBYTERIAN CHURCH OF HOUSTON

To insure proper crediting of your stock donation, please have your broker or yourself contact Eva Garcia in the Finance office at 713.620.6458 or via e-mail to [contributions@fpchouston.org](mailto:contributions@fpchouston.org) to notify us that the transfer is underway.

Be prepared to provide the following information:

- Date of stock transfer
- Number of shares
- Name of stock
- Correct spelling of your name
- Your complete mailing address

Acknowledgement will be made in compliance with IRS regulations by FPC, please consult with your tax advisor before making a charitable donation to any charity. The legal gift date for securities electronically transferred is the day they are received in our account. The legal gift date for certificates that are mailed is determined by the postmark date on the envelope.