



**LOUISIANA
BAPTIST
FOUNDATION**

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Instructions for Stock Donation

The Louisiana Baptist Foundation receives gifts on behalf of Louisiana Baptist churches, institutions and organizations as well as accounts managed on behalf of donors.

To ensure your donation of stock is properly transferred to the LBF account, please follow the instructions below.

Please provide the following information to the Louisiana Baptist Foundation:

Donor Name: _____

Donor Address: _____

City _____ State ____ ZIP _____

Donor Phone: (____) ____ - _____ Donor e-Mail: _____

Brokerage Firm: _____ Phone: (____) ____ - _____

Stock/Company Name: _____

Stock Symbol: _____ Stock CUSIP (optional) _____

No. of shares donating _____ Approximate date of delivery: ____/____/____

Please provide the name of the Baptist church, institution or organization, -or- the LBF Account Name that will receive the stock sale proceeds:

Name _____

Address _____ City _____ State ____ ZIP _____

-OR- LBF Account Name: _____

Additional Comments or Instructions:

Please provide the following delivery instructions to your broker for stock donation:

Louisiana Baptist Foundation
Tax ID 72-0478545
DTC Clearing #: 0015
Acct#: 773-120613-263

Morgan Stanley Smith Barney
700 Spring Forest Road, Suite 200
Raleigh, NC 27609

To substantiate your donation for income tax purposes, ask your broker to provide a list of stocks donated and a valuation of the stock on the date of transfer.

Please provide the completed form to your broker and send to the LBF:

Via Fax: (318) 445-8575 Attn: Chuck Murray

Via e-Mail: chuck@LBFinfo.org

Via USPS: Louisiana Baptist Foundation, P.O. Box 311, Alexandria, LA 71309