



**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@LBInfo.org](mailto:chuck@LBInfo.org)

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