



## Important Considerations When Giving Securities

### 1. Methods to provide your stock gift

**Depository Trust Company (DTC):** This method is used when shares are held with a broker or in a trust account at a bank. DTC transfers should be coordinated through the Interface development office so that there is adequate follow-up and review throughout the process. Generally, the process involves notification to the broker or bank in writing. The notification should outline your intent so that your investment representative knows exactly how many shares and what stock you are interested in donating.

**Mail:** The owner of the stock certificate must mail two separate documents to Interface. The actual certificate should be mailed, unsigned. Additionally, an Irrevocable Stock and Bond Power (available from your broker) must be completed and mailed in a separate envelope. We recommend sending these items by certified mail to:

**Interface Children & Family Services,  
4001 Mission Oaks Blvd, Suite I,  
Camarillo, CA 93012-5121**

We will notify you immediately upon receipt of your certificate.

**Hand Delivery:** A certificate may be delivered to Interface in person. We are located at the address listed above. The owner of the stock certificate should deliver the unendorsed certificate along with an Irrevocable Stock and Bond Power form (available from your broker).

**Registration through transfer Agent:** If it is your preference to re-register the certificate in the name of Interface, this process is simple but will most likely take the greatest amount of time to accomplish. Please notify us at Interface so that we are able to match the certificate with the correct donor when the certificate arrives. The certificate should be registered as follows:

**Interface Children & Family Services,  
4001 Mission Oaks Blvd, Suite I,  
Camarillo, CA 93012-5121**

The transfer agent will require a tax identification number. If you would like to pursue this option, please notify Chief Development Officer, Stacy Swanson, at 805-485-6114, Ext. 641 or e-mail: [sswanson@icfs.org](mailto:sswanson@icfs.org).

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## 2. The Determination of the Date of your Gift

The IRS determines the date of gift as the date Interface has control over the asset.

**DTC transfer:** The date of gift is determined by the date the securities are deposited into an Interface account. (Please note that this MAY NOT coincide with the date of the instructions to make the gift).

**Journal Entry:** This occurs when a donor and Interface have accounts with the same broker or bank. The date of gift is determined by the date the securities are deposited into an Interface account (please note that MAY NOT coincide with the date of the instructions to make the gift).

**Mail:** The date of the gift is determined by the postmark on the later of the two envelopes containing the certificate of Irrevocable Stock/Bond Power. Note that it is the responsibility of the donor to document the date of gift for IRS purposes. We recommend that you obtain a proof of mailing for your records.

**Hand Delivery:** The date of the gift is the date when both the certificate and the Irrevocable Stock/Bond Power are received by Interface.

## 3. Your Gift Valuation

For publicly traded securities, the gift value is determined by the average of the high and low market prices on the date of the gift. The valuation assigned by Interface is for internal gift recognition purposes only. It is the responsibility of the donor to determine the value for tax purposes.

**You should always consult your legal or tax counsel on the deductibility of your charitable contributions.**