

Making a Gift of Stock



A charitable gift of stock provides an opportunity for tax savings while generously supporting Hospice of the Western Reserve. A gift of stock owned for more than one year entitles you to a charitable deduction for the full market value at the time the gift is made. If the stock has appreciated, you also avoid a capital gains tax on the appreciation in value. For the donor's maximum tax benefit, you should transfer the stock directly to Hospice of the Western Reserve **before** it is sold.

To complete a stock gift, follow the directions below or call Laura Lee Martin 216.383.3716

1. If your broker holds the stock, instruct your broker in writing of the corporate name and number of shares you wish to give to Hospice of the Western Reserve. Send a copy of your letter to Hospice (details below). Be sure to include your name or the donor's name, address, and phone number.
2. To complete an ELECTRONIC TRANSFER of stock your broker will need the direct transfer code (DTC) number, which is below. Be sure your broker calls Hospice of the Western Reserve to inform them of the pending transfer before completing the gift.
3. If you hold the certificate, deliver or send by registered mail the UNENDORSED CERTIFICATE to Hospice of the Western Reserve. Include a letter stating that you are giving the stock to Hospice and for what purpose.
4. SEPARATELY, deliver or send a stock power signed (exactly as your name appears on the stock certificate) and containing the medallion guarantee; your broker can help you with this requirement. You may obtain a stock power from your broker or banker.
5. Information your broker will need:

Hospice uses the following firm to complete transfers:

Attention: Tim Fortner
Morgan Stanley Smith Barney
200 Public Square, Suite 2600, Cleveland, OH 44114
Office: 216.523.3001; Fax: 216.523.3050; Email: timothy.a.fortner@mssb.com

Hospice Account #: 224-23158

DTC Code: 0418

Hospice of the Western Reserve IRS Tax ID #: 34-1256377

Laura Lee Martin, Senior Development Officer

Hospice of the Western Reserve
17876 Saint Clair Ave., Cleveland, Ohio 44110-2602
Phone: 216.383.3716; Fax: 216.298.0242; Email: lmartin@hospicewr.org

Please be sure to inform Hospice of the Western Reserve of all pending transfers.

Thank you!