

INSTRUCTIONS FOR CONTRIBUTING APPRECIATED SECURITIES

The following are the instructions for making a contribution of appreciated securities to Temple Shalom **as a charitable gift**:

- Please discuss your intentions with your tax preparer before making a gift to Temple Shalom.
- Provide the following transfer instructions to your broker:

RBC Wealth Management—DTC Instructions

FBO: Temple Shalom

DTC: 0235

RBC Account: 314-49086

Account Title: Temple Shalom

Address: 8401 Grubb Road, Chevy Chase, MD 20815

Brokers: Paul Keats (301-907-2720) paul.keats@rbc.com

John Keats (301-907-2719) john.keats@rbc.com

Brokerage Assistant: Aubri Green (301-907-2779) aubrianna.green@rbc.com

- After you have submitted instructions to your broker, notify the **Bookkeeper** (bookkeeper@templeshalom.net) of the **name and number** of the securities being transferred. If we are not aware of your contribution, we cannot sell the securities and credit the congregant's account for the net cash proceeds.
- Note that there may be a delay between your instructions to your broker and the transfer to Temple Shalom. Temple Shalom cannot credit your account until it has the shares and has sold them.
- Our Bookkeeper will email the congregant the net proceeds from sale of the contributed securities for purposes of crediting the congregant's Temple Shalom account.
- **Importantly, please note under IRS regulations:**
 1. Temple Shalom is **not** permitted to accept appreciated securities for payment of **non-charitable financial obligations** such as Religious School tuition.
 2. Nor can Temple Shalom issue a refund if the proceeds from the sale of the securities exceed, for example, a dues pledge. However, Temple Shalom can credit any overage to other donations including to future year's dues.
 3. It is the congregant's obligation to value the securities for purposes of the congregant's tax reporting obligations. That amount **likely will differ** from the proceeds credited to the account. The congregant's deductibility is typically measured when the transfer is made; the credit to the congregant's Temple account will be based on when the securities are actually sold by Temple Shalom.
 4. Please consult your own tax adviser.