



**LOUISIANA  
BAPTIST  
FOUNDATION**

**Instructions for Securities Donations**

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 stocks, mutual funds, ETFs, bonds, or other securities 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: \_\_\_\_\_

Broker's Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Broker's e-mail: \_\_\_\_\_

Stock     Mutual Fund     ETF     Bond     Other: \_\_\_\_\_

Security Name: \_\_\_\_\_

Ticker Symbol: \_\_\_\_\_ Shares: \_\_\_\_\_

Approximate date of delivery: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please provide the name of the Louisiana Baptist Foundation Account -OR- the church, institution, or organization that will receive the sale proceeds:**

LBF Account Name: \_\_\_\_\_

-OR-

Church/Ministry Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Please provide any additional comments or instructions:**

**To substantiate your donation for income tax purposes, ask your Broker to provide a list of securities donated and a valuation of the securities as of the date of the transfer.**

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

Louisiana Baptist Foundation	Tax ID 72-0478545	Morgan Stanley Smith Barney
(877) 523-4636	DTC Clearing #: 0015	3800 Glenwood Avenue, Ste. 500
contact@LBFinfo.org	Acct#: 773-120613-263	Raleigh, NC 27612

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

Via Fax: (318) 445-8575  
Via e-mail: [contact@LBFinfo.org](mailto:contact@LBFinfo.org)  
Via USPS: Louisiana Baptist Foundation, P.O. Box 311, Alexandria, LA 71309