



# GIFTING SECURITIES FOR THE BENEFIT OF COVENANT BAPTIST THEOLOGICAL SEMINARY

3801 Eagle Nest Drive, Suite B, Crete, IL 60417 / 888.448.3040 / BarnabasFoundation.com

Use this form and instructions below to contribute publicly traded securities to Barnabas Foundation and have the proceeds from the sale forwarded to Covenant Baptist Theological Seminary.

**Step 1: Contact your financial advisor/broker** about your intent to electronically transfer securities to Barnabas Foundation. Typically, your advisor will have a form for you to complete or request a letter of instruction requiring the following information about Barnabas Foundation’s brokerage account:

**Name of Receiving Firm:** E\*Trade Securities, LLC  
**DTC:** 0385  
**Account Number:** 5550-3250  
**Receiving Acct Name:** Barnabas Foundation, EIN #36-2904503  
*(NOTE: do not include Covenant Baptist Theological Seminary, only list Barnabas Foundation)*  
**E\*Trade Contact:** platinum4@etrade.com or 1.800.503.9260

**Step 2: Notify Barnabas Foundation** of your gift by returning this document by e-mail to [gifts@BarnabasFoundation.com](mailto:gifts@BarnabasFoundation.com) or call 888.448.3040, ext. 4 to provide information.

**Contributor’s Name:** \_\_\_\_\_

**Contributor’s Address:** \_\_\_\_\_

**Name of Security and/or Symbol\*** \_\_\_\_\_ **Number of shares** \_\_\_\_\_

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**Other information:** \_\_\_\_\_

*\*If gifting more than 3 securities, please include an additional form.*

*\*\*If we do not receive notification of a gift, the shares will be liquidated and placed in a holding account until claimed. Unclaimed gifts are transferred to the Barnabas Foundation Operating Fund.*

**Step 3: Confirm your transfer** - Transfers must be initiated by your financial advisor/broker. Please confirm with them that the shares have been transferred from your account to Barnabas Foundation’s account. Barnabas Foundation will provide you a charitable receipt for your contribution including its value for IRS reporting purposes. Covenant Baptist Theological Seminary will also receive a copy of the letter. The gift amount for charitable donation purposes will be the average of the high and low share price on the day the share is received.

*If your security is held directly at a transfer agent, proprietary mutual fund firm, or in physical certificate form, contact Barnabas Foundation for details on how to transfer your shares.*

**If you have any questions regarding the gifting of securities, please do not hesitate to contact us at [gifts@BarnabasFoundation.com](mailto:gifts@BarnabasFoundation.com) or 888.448.3040, extension 4. We are happy to assist you!**