

# HOW TO MAKE A GIFT OF APPRECIATED SECURITIES



## STEP 1: CONTACT

LET US KNOW THAT YOU ARE INTERESTED IN MAKING A GIFT OF APPRECIATED SECURITIES BY CALLING 412.682.7275 EXT. 240 OR EMAILING [ZKOVAL@PITTSBURGHPARKS.ORG](mailto:ZKOVAL@PITTSBURGHPARKS.ORG).

BE SURE TO INCLUDE THE FOLLOWING INFORMATION:

- DONOR'S NAME AND COMPLETE ADDRESS
- NAME AND NUMBER OF SHARES TO BE TRANSFERRED
- DATE OF THE TRANSFER
- ANY RESTRICTION TO A PROJECT OR PROGRAM YOU WOULD LIKE TO MAKE

## STEP 2: TRANSFER

**OPTION #1:** YOUR BROKER MAY TRANSFER SECURITIES ELECTRONICALLY INTO THE PARKS CONSERVANCY'S ACCOUNT

**OPTION #2:** PHYSICAL TRANSFER

YOU MAY FORWARD YOUR STOCK CERTIFICATE(S) DIRECTLY TO THE CONSERVANCY. EACH STOCK CERTIFICATE REQUIRES A STOCK POWER FORM. THE STOCK POWERS SHOULD BE SIGNED, AND THE SIGNATURE GUARANTEED BY YOUR LOCAL BANK OR BROKER. MAIL THE STOCK POWERS, ALONG WITH A LETTER INDICATING YOUR INTENT TO MAKE A GIFT, TO THE ADDRESS BELOW. UNDER SEPARATE COVER, SEND THE STOCK CERTIFICATE(S) TO THE SAME ADDRESS.

*CONTACT ZAK KOVAL AT 412.682.7275 EXT. 240 OR EMAIL [ZKOVAL@PITTSBURGHPARKS.ORG](mailto:ZKOVAL@PITTSBURGHPARKS.ORG) FOR MORE INFORMATION REGARDING THE TRANSFER PROCESS.*