

# STEPS TO COMPLETING YOUR SECURITY GIFT



Thank you for prayerfully deciding to contribute stocks, bonds, mutual funds or another marketable security. We are honored to serve you and work together to further God's kingdom through your generous gift.

To get the process started, please complete steps 1 and 2 below. Your broker and The Orchard Foundation will then take it from there to ensure your security is properly and efficiently made available for the charitable purposes you designate.

## STEP 1

Fill out the attached form - Using a Security Gift to Build God's Kingdom - and return it to The Orchard Foundation at the address below.

## STEP 2

Give a copy of the bottom part of the form to your broker, as it has the transfer instructions they will need. Your broker will also need to contact Orchard for the most current account number.

## STEP 3

Your broker will transfer the shares to The Orchard Foundation's gift account at Merrill Lynch.

## STEP 4

Once The Orchard Foundation receives the transfer, we will process the gift.

## STEP 5

The gift, along with a letter, is then sent to the designated ministry(s) OR the gift will fund your specified account at The Orchard Foundation.

## STEP 6

The following month, you will receive a receipt in the mail for your gift.

**For more information, contact The Orchard Foundation:**

Toll Free: (888)689-6300 | Toll Call: (719)268-7200

Email: [steward@theorchard.org](mailto:steward@theorchard.org) | Website: [www.inspire-giving.com](http://www.inspire-giving.com)

Mail: The Orchard Foundation, 8595 Explorer Dr., Colorado Springs, CO 80920

**Helping God's People Use God's Resources to Fulfill God's Calling**