

Leave A Legacy

A Handbook of First Steps to Take Regarding:

Gifts & Wills

Property & Insurance

Memorials & Estate Plans



Ascension Lutheran Church Endowment Fund

☞ Introduction:

This handbook is designed to give you guidelines with regard to the first steps to take when giving gifts to the Ascension Lutheran Church Endowment Fund, which is housed within the Lutheran Community Foundation. The instructions were prepared by the Lutheran Community Foundation, and reviewed and accepted by the Ascension Lutheran Church Endowment Fund Committee. We understand that there are many ways to give money to the church. The Ascension Lutheran Church Endowment Fund Committee has chosen to partner with the Lutheran Community Foundation because they offer professional consultation to maximize tax benefits and flexibility in helping donors target their money as desired, and they charge reasonable fees for their fund management services. We hope you will find this handbook useful. Plant your seeds now and trust in the Lord that these will bear fruit even when you are gone.

☞ Make a cash gift now to the Ascension Endowment Fund:

The Ascension Lutheran Church Endowment Fund is housed within the Lutheran Community Foundation.

If your gift is \$500 or more, you may make a check payable to Lutheran Community Foundation and mail it to the Foundation at 625 Fourth Avenue South, Minneapolis, MN 55415. Put *Ascension Endowment Fund* in the Memo line.

If your gift is less than \$500, you may make a check payable to Ascension Lutheran Church. Put *Endowment Fund* in the Memo line.

☞ Make a gift now of publicly traded stock you own (not in a retirement account):

The Ascension Endowment Fund is housed within the Lutheran Community Foundation. Call the Foundation at 1-800-365-4172 for instructions. The Foundation will ask for the following information about the stock you wish to give away:

☞ *The name of the company.*

☞ *Whether you have paper stock certificates or you hold the stock in book-entry form.*

If you have paper certificates, the Foundation will ask you to fax or mail photocopies of the certificates to the Foundation. After the Foundation receives the photocopies, they will send you instructions about making the transfer.

If you hold the stock in book-entry form, the Foundation will ask you to fax or mail them a photocopy of a recent account statement that shows the stock that you wish to give. After the Foundation receives the photocopy, they will send you instructions about making the transfer.

☞ Make a gift now of publicly traded mutual funds you own (not in a retirement account):

The Ascension Endowment Fund is housed within the Lutheran Community Foundation. Call the Foundation at 1-800-365-4172 for instructions. The Foundation will ask for the following information about the mutual funds you wish to give away:

- ☞ *The name of the mutual fund family and the specific mutual fund.*
- ☞ *Whether you own the mutual funds in a brokerage account or in an electronic account directly with the mutual fund.*

The Foundation will ask you to fax or mail them a photocopy of a recent account statement that shows the mutual fund that you wish to give. After the Foundation receives the photocopy, they will send you instructions about making the transfer.

☞ Make a gift now of publicly traded corporate or government bonds you own (not in a retirement account):

The Ascension Endowment Fund is housed within the Lutheran Community Foundation. Call the Foundation at 1-800-365-4172 for instructions. The Foundation will ask for the following information about the bonds you wish to give away:

- ☞ *The name of the issuing company or issuing government agency.*
- ☞ *Whether you have paper bonds or you hold the bonds in book entry form.*

If you have paper bonds, the Foundation will ask you to fax or mail photocopies of the bonds to the Foundation. After the Foundation receives the photocopies, they will send you instructions about making the transfer.

If you hold the bonds in book-entry form, the Foundation will ask you to fax or mail them a photocopy of a recent account statement that shows the bonds that you wish to give. After the Foundation receives the photocopy, they will send you instructions about making the transfer.

☞ Make a gift now of closely held stock you own (not in a retirement account):

The Ascension Endowment Fund is housed within the Lutheran Community Foundation. Call the Foundation at 1-800-365-4172 for instructions. The Foundation will ask for the following information about the stock you wish to give away:

- ☞ *The name of the company that issued the stock.*
- ☞ *The type of corporation it is (C Corp or S Corp).*
- ☞ *Whether the stock is traded on any exchange.*
- ☞ *Whether you hold the stock in paper certificates or in book-entry form.*

The Foundation may need to do some research on the company and the stock's value. If the stock is transferable, the Foundation will need photocopies of your stock certificates or a recent account statement showing the stock you wish to give. The Foundation will send you complete instructions on making the transfer.

☞ Make a gift now of real estate you own in your own name or with other individuals:

Real estate gifts can be complex and can take several months to complete. The Ascension Endowment Fund is housed within the Lutheran Community Foundation. Call the Foundation at 1-800-365-4172 to discuss your proposed gift. The Foundation will ask for the following information about the property you wish to give away:

- ☞ *The location and legal description of the property.*
- ☞ *The current market value of the property and the information you are basing that value on.*
- ☞ *The current ownership of the property.*
- ☞ *The current and prior uses of the property.*
- ☞ *Whether the property is currently subject to a mortgage.*

If the preliminary information indicates that your property can be accepted as a gift, the Foundation will send you further information about the steps necessary to complete the transaction, including questionnaires you must complete and the appraisal that you must secure. The Foundation cannot accept any property that may involve environmental liabilities.

☞ Make a gift now of part of your IRA or other retirement account:

It is not possible to just transfer part of the value of an IRA or other retirement account to the Endowment Fund. You will have to withdraw the amount you wish you give away from the account and then give that money to the Endowment Fund. You will be taxed on the amount you withdraw, so you should consult your tax advisor before making the withdrawal.

☞ Make a gift now of the ownership of a life insurance policy, i.e., give the policy itself to the endowment Fund, so that the Endowment Fund is both the owner and the beneficiary of the policy:

If you already have a policy on which you have paid premiums:

Call the insurance company or your insurance sales representative to request a change of ownership form. Often this is called an “absolute assignment” form. Since the Ascension Endowment Fund is housed within the Lutheran Community Foundation, you should fill out the form to show the new owner as:

Lutheran Community Foundation, for the benefit of the Ascension Endowment Fund
625 Fourth Avenue South
Minneapolis, MN 55415
Federal EIN: 41-1802412

If the insurance company needs additional information about the Foundation, please call 1-800-365-4172 and the Foundation staff will be glad to help you.

If you are arranging to buy a new policy:

You will want to name the Endowment Fund as the “third party owner” on the application form. Since the Ascension Endowment Fund is housed within the Lutheran Community Foundation, you should fill out the application form to show the third party owner as:

Lutheran Community Foundation, for the benefit of the Ascension Endowment Fund
625 Fourth Avenue South
Minneapolis, MN 55415
Federal EIN: 41-1802412

The insurance application will probably require a signature of an officer of the Foundation. Please call the Foundation at 1-800-365-4172 to arrange for a signature or to get any other information about the Foundation that the insurance company wants.

☞ Make the Endowment Fund the beneficiary at your death of a life insurance policy, an annuity, a checking account, a savings account, a brokerage account, etc.:

Call the company, bank or broker and ask for a “beneficiary change form.” If it doesn’t come within two weeks, call again. When it comes, fill it out and sign it. To make Ascension Endowment Fund the beneficiary, fill out the form this way:

Lutheran Community Foundation, for the benefit of the Ascension Endowment Fund
625 Fourth Avenue South
Minneapolis, MN 55415
Federal EIN: 41-1802412

Make a photocopy of the completed, signed form and send the original back by certified mail, return receipt requested. Keep the copy and the certified mail receipt in your file.

Or

Write the company, bank or broker a letter containing your new beneficiary instructions; sign and date it. Use the information shown above. Make a photocopy and send the original to the company, bank or broker by certified mail, return receipt requested. Keep the copy and the certified mail receipt in your file.

Or

Use a generic beneficiary form to describe your new beneficiary instructions, sign and date it. Use the information shown above. Make a photocopy and send the original to the company, bank or broker by certified mail, return receipt requested. Keep the copy and the certified mail receipt in your file.

☞ Make a bequest to the Endowment Fund of part of your estate:

Call your attorney to discuss revising your Will or writing a codicil to your Will. If you have no attorney, you can call the local bar association for assistance in finding an attorney, or you can ask friends or relatives to refer you to a trusted attorney.

The bequest should be phrased as follows:

I give, devise and bequeath to Lutheran Community Foundation, a Minnesota nonprofit corporation, Minneapolis, Minnesota, _____ (description of property) _____ for the benefit of The Ascension Endowment Fund. If Lutheran Community Foundation is not an organization described in Sections 170(b)(1)(A), 170(c), 2055(a), and 2522(a) of the Internal Revenue Code at the time when this gift is to be distributed to it, then my Personal Representative shall distribute such gift to such one or more organizations described in Sections 170(b)(1)(A), 170(c), 2055(a), and 2522(a) of the Code as my Personal Representative shall select in his/her sole discretion.

☞ Make the Endowment Fund the beneficiary of your IRA or other retirement account:

Call the company, bank or broker and ask for a “beneficiary change form.” If it doesn’t come within two weeks, call again. When it comes, fill it out and sign it. To make Ascension Endowment Fund the beneficiary, fill out the form this way:

Lutheran Community Foundation, for the benefit of the Ascension Endowment Fund
625 Fourth Avenue South
Minneapolis, MN 55415
Federal EIN: 41-1802412

Make a photocopy of the completed, signed form and send the original back by certified mail, return receipt requested. Keep the copy and the certified mail receipt in your file.

Or

Write the company, bank or broker a letter containing your new beneficiary instructions; sign and date it. Use the information shown above. Make a photocopy and send the original to the company, bank or broker by certified mail, return receipt requested. Keep the copy and the certified mail receipt in your file.

Or

Use a generic beneficiary form to describe your new beneficiary instructions, sign and date it. Use the information shown above. Make a photocopy and send the original to the company, bank or broker by certified mail, return receipt requested. Keep the copy and the certified mail receipt in your file.

☞ Caution:

The suggestions and language included here is offered solely for the purpose of illustrating a concept and is not intended as legal or financial advice. The laws of each state and the facts and circumstances of each person’s situation will determine whether such language is appropriate, properly drafted and effective in such situation.

All donors must keep in mind that charitable giving can result in significant tax, legal and financial consequences. Ascension Lutheran Church and The Lutheran Community Foundation cannot give any donor legal or tax advice. Ascension Lutheran Church and The Foundation strongly encourages all donors to consult their own attorney or tax advisor regarding the tax, legal and financial implications of a proposed gift.

Notes:

8/03/01