

## How to donate stock to New Music USA

To donate stock to New Music USA, you'll fill out a stock transfer form from your brokerage, which is the financial institution that manages your stock assets. In the form, you'll list information about the stock you want to donate and which non-profit organization—like New Music USA—you want to donate to. Let's break down each step.

### 1. Decide which shares of stock you want to donate.

First, you'll need to decide which shares you want to donate, and to which organization. You can donate many kinds of securities, including:

- **Stocks** from companies publicly traded on the stock market
- **Bonds**
- **Exchange-traded funds (ETFs)**
- **Mutual funds**

You'll need to know the following information about the stock you want to donate:

- The name of the stock
- Its ticker symbol (if it's traded on the public stock market)
- The number of shares you want to donate

### 2. Account information.

To make a stock donation, you'll need to have New Music USA's information handy:

- Full name: **New Music USA**
- EIN (Employer Identification Number). This is a unique number issued by the IRS to a business entity.
  - New Music USA's EIN is 13-0432981
- Name of the New Music USA's brokerage firm: **JPMorgan Chase House Acct. # P72500**
- Account number: **W74865002**
- DTC number: **902**

### 3. Fill out the appropriate stock donation forms and send them to your brokerage.

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Your brokerage is the financial institution that manages your stock assets (like Fidelity Investments, Vanguard, or Charles Schwab). It will be responsible for transferring your shares to the charity. You can usually find stock donation forms in your online account portal on your brokerage's website.

You should fill out the forms in black ink pen, including the information from steps one and two. Mail or fax your transfer request to your brokerage's address, which should be listed on your forms. Some custodians also allow you to e-sign your documents and submit them electronically. If you receive a confirmation number, keep it for your records.

To be eligible to receive a tax deduction for the current tax year, you need to complete your stock donation by December 31.\* Keep in mind that a stock donation is recorded on the day it's received by New Music USA, not the day you submit the transfer request. The end-of-year period is especially busy for stock brokerages and charities, so it's a good idea to plan ahead.

#### **4. Follow up with us to make sure the donation goes through.**

Be sure to notify New Music USA of your stock gift so they know to expect it. We will also get in touch with you when we receive your stock donation. Once the transaction goes through, we will send you a tax receipt that lists the date of transfer, the value of the donation, the number of shares, and the stock's ticker name. Check this receipt to make sure you get an accurate fair market value for the stock you donated, and keep it for your records for when you file taxes.

#### **5. Report the stock donation when you file your taxes.\***

When you file your federal taxes, you must report your stock donation on [IRS Form 8283](#), which is the form for non-cash charitable contributions. You'll file this form with your tax return for the year you donated the stock. Please consult with a tax or financial advisor to learn more about the benefits of donating stock.

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