



Community of Christ

CHRIST'S MISSION, OUR MISSION

December 1, 2017

Dear USA Congregational Financial Officers (CFOs):

The following information is intended to provide updated guidance and information to CFOs regarding IRA gifts and gifts of stock. Please consider this an update to any prior procedures you may have been using.

INDIVIDUAL RETIREMENT ACCOUNT (IRA) GIFTS:

Many members are beginning to make use of the opportunity to give directly from their IRAs to charities. This option is only available to those who have IRAs and are over the age of 70 ½. The benefit of giving this way is that individuals do not have to include these gifts in their taxable income. Also, the gift can be used to meet the Required Minimum Distribution (RMD) amount that people age 70 ½ and over with IRA's are required to take. The rules are as follows:

- Maximum amount per year - \$100,000
- Funds must be sent directly from the IRA Custodian to a qualified 501(c)(3) charity
- Funds given in this way may not be considered a charitable deduction for income tax purposes and should not be included on a Contributor's Annual Statement (tax receipt)
- The church acknowledges these gifts in an "acknowledgement letter" that has specific language required by the IRS

Most IRA gifts are sent to International Headquarters and will be acknowledged by IHQ. The portion of the gift designated for World Church is entered into Shelby and a check is sent to the congregation for any amount designated for a local purpose where the local portion of the gift is to be entered into Shelby according to the instructions below.

IRA gifts received by a local financial officer should be handled in the following manner:

1. When entering the IRA gift into Shelby, use the following special Purpose Codes depending on the donor's designation. Using these codes will ensure that the gift is recorded in the system but is not included on the Contributor's Annual Statement, per IRS requirements:

IRA - Congregational Ministries – 297

- IRA - Worldwide Mission Tithes – 931
 - IRA - Bridge of Hope – 932
2. International Headquarters will send an acknowledgement letter to the donor with the required language as a result of entering the gift in Shelby as indicated above.

STOCK GIFTS

Due to the complexity of IRS requirements related to gifts of publicly-traded stocks or mutual funds, it is strongly recommended any gifts of this nature be directed to International Headquarters so that we can support you in properly receiving, liquidating, and acknowledging these gifts. Donors can contact Sharon Sperry in Fiscal Services at ssperry@cofchrist.org or 800-825-2806 ext. 1392 or Mission Funding at missionfunding@cofchrist.org or 1-800-884-7526. Once the gift is received the following will occur:

1. The donor will be sent a letter acknowledging the entire gift and providing necessary information for income tax preparation purposes.
2. The portion of the gift designated for World Church is entered into Shelby and acknowledged by IHQ, and a check will be sent to the congregation for any amount designated for a local purpose where the local portion of the gift is to be entered into Shelby. Per IRS requirements, these gifts should not be receipted to the donor through Shelby. (This is a change). IHQ will send a letter with the check to the local financial officer reminding them the gift should be entered locally into Shelby using the special purpose codes below.
 - Stock Gift - Congregational Ministries – 298
 - Stock Gift - Worldwide Mission Tithes – 937
 - Stock Gift - Bridge of Hope – 938

NOTE: Neither IRA gifts nor gifts of stock should be included on the Contributor's Annual Statement (tax receipt) for income tax purposes. Specialized acknowledgements will be sent to the donor with required IRS language for the type of gift received.

If you any have questions regarding this updated procedure, please don't hesitate to contact Fiscal Services at FiscalServices@cofchrist.org.

Thank you for all you do to enable generosity to become mission!

Your friends in Mission Funding and Fiscal Services