

# *Leaving A Legacy*

*A Handbook of First Steps to  
Take Regarding:*

*Gifts*

*Wills*

*Property*

*Insurance*

*Memorials*

*Estate Plans*

*Published by the  
Ascension Lutheran Church  
Endowment Fund*

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## *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.





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# *The Ascension Lutheran Church Endowment Fund*

While there are many opportunities to fulfill the mission of Ascension Lutheran Church, some opportunities call for monies not available from regular church giving. The Ascension Lutheran Church Endowment Fund allows Ascension to meet and expand its Christian mission and was established as a perpetual fund for the purposes of strengthening and extending God's mission through Ascension Lutheran Church.

The intent of the fund is to reach out in response to human need by making grants that will promote Christian faith, encourage Christian charity and support education for Christian life and service. No grants made from the fund can be used for the normal operating expenses of the Church. The congregation may request, and the Endowment Committee may choose to make grants, for special projects of the congregation, capital improvements for the congregation, and for other purposes.

The Ascension Lutheran Church Endowment Committee acts as steward of the fund and consists of five voting members elected by the congregation. In addition a member of the Board of Finance and the Pastors serve as non-voting advisory members of the committee.

The tradition of charitable giving is as old as Lutheranism itself. During the Reformation, Martin Luther called upon people to establish a



“common chest” from which food, clothing and other necessities could be distributed to people in need.

This tradition of giving and caring continues today. And it doesn't require great wealth to make a gift. One hundred gifts of \$100 to the Ascension Lutheran Church Endowment Fund go as far as one gift of \$10,000.

For more information on how you can give to the Ascension Lutheran Church Endowment Fund, please contact:

Ascension Lutheran Church  
2505 North Circle Drive  
Colorado Springs, CO 80909

[www.AscensionLutheranELCA.org](http://www.AscensionLutheranELCA.org)  
[info@AscensionLutheranELCA.org](mailto:info@AscensionLutheranELCA.org)  
719-634-1694



LUTHERAN  
COMMUNITY  
FOUNDATION

## *The Lutheran Community Foundation*

If you are considering a gift to the Ascension Lutheran Church Endowment Fund, you are encouraged to seek advice in putting together a plan that is best suited to your personal situation.

The Ascension Lutheran Church Endowment Fund is held by the Lutheran Community Foundation in Minneapolis, Minnesota. The Lutheran Community Foundation provides sound and responsible invest-

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ment management of the Ascension Lutheran Church Endowment Fund, as well as gift expertise through its experienced professional staff.

The staff of the Lutheran Community Foundation is available to work with you and your attorney, financial advisor and accountant to facilitate a charitable gift that benefits the Ascension Lutheran Church Endowment Fund and fits your individual needs and motivations. The Lutheran Community Foundation is located at 635 Fourth Avenue South, Suite 1415, Minneapolis, MN 55415. Phone: 800-365-4172 Website: [www.TheLCF.org](http://www.TheLCF.org)



## *Gift Options*

**Cash:** A gift of cash is one way to realize your charitable objectives. Cash gifts qualify as a charitable deduction for federal income tax purposes and are fully deductible up to 50% of your adjusted gross income in the year that the gift is made. Deduction amounts exceeding this limit may be carried forward up to five additional years.

**Securities:** Gifts of appreciated securities (stocks, bonds and stock in closely-held companies) can also be given to the Ascension Lutheran Church Endowment Fund. You can completely bypass capital gains tax and deduct the full current fair market value of the gift of securities, equaling up to 30% of your adjusted gross income in the year of the gift. Excess can be carried up to five additional years.



**Bequests:** Through your will, you can perpetuate good works with a living memorial. The Ascension Lutheran Church Endowment Fund can be beneficiary of all or a portion of your estate, the recipient of a specified gift or contingent bequest, or the ultimate beneficiary of a charitable remainder trust. Bequests are deductible for federal estate tax purposes.

**Life Insurance:** There are several ways to give life insurance. You can give a life insurance policy that you already own, give a new contract, or name the Ascension Lutheran Church Endowment Fund as a beneficiary. In addition to estate tax benefits, the donor may also gain an income tax deduction.

**Real Estate:** A gift of property held for more than one year can provide the same federal tax advantages as a gift of securities. You can also choose to retain the right to live in a donated residence after your gift has been made.

**Gifts Providing a Stream of Income:** A number of plans allow you to make a gift to the Ascension Lutheran Church Endowment Fund, and in return receive an income for you, a spouse, children or others. Options include gift annuities, charitable remainder trusts (including unitrusts, annuity trusts and testamentary trusts), and charitable lead trusts.

**The Great Birthday and Gift-Away Program:** One very exciting way that members of ALL ages are celebrating milestones in their lives, such as birthdays, anniversaries etc., is by giving an amount, such as \$1 for each year, to the Ascension Lutheran Church Endowment Fund.

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## *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.

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## *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 name of the company and 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

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to give. After the Foundation receives the photocopy, they will send you instructions about making the transfer.

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*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 name of the issuing company or issuing government agency, and 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 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  
(owned 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

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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 on which you are basing that value.
- 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.

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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.

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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

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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.



# Notes



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Please note the following:

The suggestions and language included in this document are offered solely for the purpose of illustrating a concept and are 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 encourage all donors to consult their own attorney or tax advisor regarding the tax, legal and financial implications of a proposed

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