



Stewardship
Active generosity

Gifting shares

Stewardship is able to accept gifts of shares listed on any of the major global stock exchanges. If you wish to use shares you own to make a payment to Stewardship, there are two ways you can do this.

Option 1- Sell the shares and transfer the cash proceeds

The procedure is:

- You sell the shares and pay any Capital Gains Tax on your gain.
- You send the net proceeds as a cash payment to Stewardship and we claim Gift Aid against the Capital Gains Tax you've paid on the share sale and any other Income/Capital Gains Tax you've paid in the tax year. You claim any higher/additional rate Gift Aid in your tax return.

Option 2 – Gift the shares themselves via an exchange of letters

- Request a copy of our [template gift of shares letter](#) and complete the details of your shareholding.
- Return the signed letter to Stewardship, either by post or scanned as an email attachment.
- We will send you a letter accepting the gift of shares and requesting you to sell the shares on our behalf. The market value of the shares on the date of this acceptance letter (not the date of share sale) determines the amount of your Income Tax relief. You do not have to pay Capital Gains Tax on a charitable gift to Stewardship.
- You should instruct sale of the shares immediately after receiving our acceptance letter. Do not instruct sale before receiving our acceptance letter, as you may trigger a disposal in your own name for Capital Gains Tax.
- Once the share sale has settled, your broker should send payment to Stewardship using your Stewardship account number as a reference, together with a contract note showing the net proceeds. If your broker is unable to send the proceeds directly to us, the broker can send the proceeds to you and you can then send on the exact amount to Stewardship with the contract note. Please do not round the amount up or down.
- We will confirm to you in writing when we receive the proceeds.
- You can claim Income Tax relief at your marginal rate by inserting the market value of the shares at the date of the acceptance letter under 'value of qualifying shares or securities gifted to charity' in the 'Charitable Giving' section of your tax return. Gift Aid is not applicable to a gift of shares.

The pros and cons of these two options depend on your personal financial circumstances, so we would encourage you to talk to your tax adviser or visit the [government website](#) for more information.

Note: If the above procedure is not carefully followed, you may realise a disposal for Capital Gains Tax purposes, in your own name. The tax relief for gifts of qualifying shares and securities will not then apply.



Stewardship

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