

### **Notes on contributions of stock for NAP tax credits:**

Making a donation of stock or marketable securities in exchange for Virginia state tax credits is usually a simple procedure. All we need from the donor is a printed (not handwritten) letter from donor's brokerage, containing:

- the name of the donor,
- the name of the NAP organization receiving the gift (Britepaths, Inc.),
- the number of shares, and
- the high and low or mean price per share on the transfer date of the stock.

The value of the donation is the fair market value (the number of shares times the average of the high and low prices, or the mean price per share) on the date of transfer. The date of the donation is the date the stock was transferred from the donor's account to the NAP organization's account. (Britepaths will sell the stock as close to immediately as possible.)

### **Employee-Owned Stock Plans (ESOPs)**

Note that we have had some issues with processing **employee-owned stock plans (ESOPs)**. We've been told by at least one donor that their brokerage informed them that because their account was an ESOP it wasn't possible to provide a letter with the donor's name on it. This made it very burdensome to prove the validity of the stock donation to the satisfaction of the NAP office.

If you intend to make a donation of stock from an ESOP, please first check with your broker to ensure it will be possible to get us **a printed letter presenting ALL of the above information**. The Virginia NAP office is absolutely unyielding about this requirement.