

# Removing Shares

You may transfer your shares or gift them to someone, without selling them. Quicken provides you the flexibility to remove the transferred/gifted shares from your security transaction without affecting the cash balance.

To remove shares:

1. In the sidebar, select the investment account you want to use.
2. Click the **Transactions** tab and then click the **New Transaction** icon in the register toolbar.
3. From the **Type** field, select **Remove Shares**.
4. Provide other details as below:
  - **Date** - Enter the date when the shares are removed.
  - **Security** - Select the security for which the shares are removed.
  - **Shares Removed** - Enter the number of shares removed.
  - **Memo** - Enter the note you want to associate with the transaction.
  - **Tags** - Enter the tags that you want to use while searching the transaction.
5. To add an attachment, go to the **Attachments** tab, click the **Add attachment** button, and select the file you want to attach to the transaction.
6. Click **Save** when you are done.