

Instructions for Gifting Certificate Shares of Stock

1. The person(s) to whom the stock is issued needs to sign only the bottom portion of the back of the certificate. This should be signed exactly as the names appear on the front of the certificate. Please **DO NOT fill out any other portion of the certificate.**
2. The person(s) to whom the stock is issued need to sign the attached letter of authorization stating that they wish to gift the stock to St. Paul's and also stating the Merrill Lynch account number 8PW-04025 that you wish the stock to be deposited in.
3. They can drop the certificate off at the Merrill Lynch office located at 150 Cornerstone Drive, Suite 104, which is off High House Road.

Letter Of Authorization

Date _____

I _____ wish to give _____ shares of _____

stock to St. Paul's Episcopal Church, Merrill Lynch account number 8PW-04025.

Sincerely,

Joint Owner If Any
(If Certificate is in Joint Name, all parties must sign)

Instructions for Gifting Stock Through a Brokerage Account

Instead of having a stock certificate issued and then depositing the stock to the St. Paul's account, a quicker and easier way of receiving stock into an account is to have the person request that their account representative transfer the stock directly to the St. Paul's account.

This is accomplished by the person requesting their account representative send the stock by way of DTC. For this type of request, the person giving the stock would instruct the firm where they maintain an account to send the stock to:

Merrill Lynch
DTC #5198
For deposit to 8PW-04025
St. Paul's Episcopal Church

For additional assistance, please feel free to call:

Merrill Lynch

Ray Smith 319-7170

Janice Sanderson 319-7171

Donna Cheek 319-7105

See Sample letter of request below.

Sample Letter of Authorization for DTC Request

Date _____

RE Account _____ (Account number of brokerage account)

Dear _____ (Representative handling brokerage account)

I would like to gift _____ shares of _____ stock from my above referenced account to St. Paul's Episcopal Church. Please transfer these via DTC using the following instructions:

Merrill Lynch
DTC #5198
St. Paul's Episcopal Church
Account 8PW-047025

Sincerely,

All account holders should sign the request