SAMPLE DONATIONS BY GIFTS OF STOCK MEMO

CAMPAIGN NAME

Church Name

Church Address

Church Phone

**DONATIONS BY GIFTS OF STOCK**

Your financial advisors may suggest that it would be advantageous for you to make donations to CHURCH through a gift of stock. If that is your desire, please send a letter to your stock broker, with a copy to CHURCH, with the following information:

Date\_\_\_\_\_\_\_\_\_\_

(Your stock broker)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(City, State. Zip Code) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: (Your account number at your stockbrokers firm) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Gentlemen:

Please accept this letter as authorization to DTC\_\_\_\_\_\_\_\_\_\_\_\_\_ (number of shares you wish to date) shares of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of stock you want to donate) to CHURCH BANK, for credit to the account of CHURCH, **brokerage account number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 (Your name and signature) (Date)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 (Name and signature if joint account) (Date)

cc: CHURCH NAME