

The Parish of St. Matthew, Pacific Palisades, California

Letter of Instruction for Transfer of Publicly-Traded Stock

If your securities are held "in street name" with your broker, you simply need to provide your broker with this signed Letter of Instruction (if you are transferring stock from a joint account, both account owners must sign this Letter of Instruction), which provides your broker with instructions to **transfer** (not sell) shares of identified publicly-traded securities via The Depository Trust Company to The Parish of St. Matthew's brokerage account.

1. Your account name _____
2. Your broker name & account number _____
3. The name the company stock to be transferred _____
4. The class & number of publicly-traded shares to be transferred _____

Please transfer the above number of shares of the issuer listed above to The Parish of St. Matthew via DTC:

First Clearing for Wells Fargo Advisors

DTC #0141, Account # 5885-9132

For further credit to

St. Matthews Episcopal Church

Contact: Robert Platania at Wells Fargo Advisors, telephone (310) 789-5562

Signature: _____ Signature: _____

Date: _____ Date: _____

IMPORTANT:

The Parish of St. Matthew will not know that you are the donor of this stock transfer and cannot acknowledge your donation for tax purposes unless you notify us directly. When you submit this Letter of Instruction to your broker, please complete the following and send a copy of this letter by email or fax to:

The Parish of St. Matthew

Attn: Chief Financial Officer

Email: cehlers@stmatthews.com; Fax: (310) 573-7421

Please indicate if you intend this transfer to be credited to your

____ **Annual Stewardship Pledge (indicate year: _____)**

____ **Capital Campaign Pledge (indicate year: _____)**

____ **Other purpose (please describe: _____)**

Questions? Please telephone Craig Ehlers at (310) 573-0726

Please check with your broker and The Parish of St. Matthew after submitting your order to ensure that it has been received and that the transfer has been completed. This is especially important if you initiate your transfer shortly before December 31.

The Parish of St. Matthew will credit you with the mean value of the stock (i.e., the sum of the high and low prices divided by two) on the day it is received into the Parish's Wells Fargo brokerage account. Your tax acknowledgment letter will reflect the mean value of the shares it received.