

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 Letter of Instruction which provides 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 of 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:

Wells Fargo
DTC #0141, Account # 5885-9132
For further credit to:
St. Matthews Episcopal Church
Contact: Robert A. Platania at Wells Fargo Advisors, (310) 789-5562

If you are transferring stock from a joint account, both account owners must sign this Letter of Instruction.

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: Andrea Bostick, Director of Development
Email: ABostick@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? Contact Andrea Bostick at (310) 573-0782

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.

The Parish of St. Matthew, 1031 Bienvenida Ave, Pacific Palisades, CA 90272 TIN: 95-1744373