



Stock Transfer Instruction Form

1. Use the sample letter below to help you correctly fill out the form on the next page.
2. Save and print out your form to sign it.
3. Send to your Broker.
4. TO RECEIVE PROPER ACKNOWLEDGEMENT OF YOUR GIFT, please notify Ken Schafer at Brentwood Baptist Church when this gift has been initiated. He can be reached at kschafer@brentwoodbaptist.com, or (615) 324-6100.

Jane Doe
1234 Drury Lane
Nashville, TN 43211

January 11, 2021

Broker Company Name
P.O. Box 455565
Nashville, TN 43211

RE: Asset Transfer/Donation
Account Number 8888-99999

Dear Broker Name,

I would like to donate

- 100 shares of Amazon (AMZN)
- 50 shares of Home Depot (HD)
- 30 shares of Visa (V)

to Brentwood Baptist Church, located at 7777 Concord Road in Brentwood, Tennessee.


Please transfer the shares electronically to Brentwood Baptist Church's account using the following information:

- **Receiving Brokerage Firm:** Charles Schwab & Co, LLC
- **Receiving DTC Clearing Number:** 016, Code 40
- **Receiving Account Registration:** Brentwood Baptist Church
- **Receiving Brokerage Account Number:** 1620-6004

Thank you very much.

Jane Doe

Signature



RE: Asset Transfer/Donation
Account Number

Dear

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Thank you very much.

Signature