

Sample Letter to Broker

Dear:

I would like to make a gift of stock on *[insert date]* to Matthias Academy. Please transfer *[number]* shares of *[company name]* to the charity on *[indicate month, year when you would like transfer to occur]*. Use the following transfer instructions:

Broker: TD Ameritrade

DTC Number: 0188

Account Name: Matthias Academy Corporation (Tax I.D. Number 82-5324304)

ACCT Number: 252-250594

It is important to notify Matthias Academy of the gift being transferred. Contact information is as follows:

Matthias Academy

12603 224th Ave

Benet Lake, WI 53102

E-mail:beckyburke@matthiasacademy.org

Phone: (262) 222-2111

Fax: (262) 222-2114

Matthias Academy will also provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,