

**INSTRUCTIONS FOR TRANSFER OF SECURITIES TO  
ST. MICHAEL CATHOLIC CHURCH  
VIA DEPOSITORY TRUST COMPANY (DTC)**

To ensure a smooth transfer of the stock you are contributing, please take the following steps:

1. Notify your bank or broker that you would like to transfer shares as a charitable gift to St. Michael Catholic Church (TID # 54-1624632). Identify the type and number of shares you would like to contribute. (Your bank or broker may require instructions in writing with a signature guarantee.)
2. We have an account available to facilitate acceptance of your gift. Please provide your broker exact transfer instructions noted below.

Davenport & Company, LLC:	DTC #0715
Account Name:	St. Michael Catholic Church
Account Number:	7963-1467
Attention:	Richard E. Dolan, III 804-780-2121 or Toll-free 800-846-8666
From:	Your name and account number

Your broker must include your name and account number when stock is transferred to St. Michael Catholic Church via DTC. Without that information, we have no way to identify and acknowledge your gift.

3. Please notify St. Michael Catholic Church when you initiate transfer of your stock gift so that we can assure proper receipt of your contribution. Contact information is as follows:

Karen Ames, Parish Accountant  
St. Michael Catholic Church  
4491 Springfield Rd.  
Glen Allen, VA 23059  
kames@saint-mikes.org  
804-527-1037

Thank you in advance for your gift and please call if you have questions.