

INSTRUCTIONS FOR DONATION OF STOCK

****Do Not Use for Mutual Funds****

For those of you who are interested in giving shares of stock toward your pledge or to any of our special funds (i.e., Saratoga Federated Foundation Fund), it is important to do the following:

Send a completed version of the sample letter below to 3 people:

1. Your Broker
2. A copy to Morgan Stanley at the address in the letter
3. A copy to Saratoga Federated Church, attn. Packey C. Ng

Include in your letter to Packey (Packey@saratogafederated.org, 408-867-1000 x241) a description of where you would like the proceeds to be distributed (example a: apply this to Regular Ministries; or example b: apply \$5000 towards Outreach and the balance to the Building fund; or example c: apply 50% to Regular Ministries and 50% to Outreach).

Date: _____

To: Your Broker

Please transfer _____ shares of _____, Purchased on _____
from our account # _____ in the name of _____.

To: Saratoga Federated Church
c/o Morgan Stanley
225 W. San Carlos Street Suite 900
San Jose, CA 95113
Toll Free: 800-444-4752
Fax: 408-947-2208
SFC Account # 090-134922-231
Morgan Stanley DTC# 0015

Please transfer these shares of stock via DTC as soon as possible and confirm the date when completed.

If there are any questions, please call me at _____

Yours Truly,