



# ST. CECILIA ACADEMY

## DONOR LETTER OF STOCK TRANSFER

St. Cecilia Academy provides this form letter to assist the donor in instructing his/her broker to transfer securities as a donation to St. Cecilia Academy. To assure that the donor receives proper credit for his/her gift, ***donor will please provide*** St. Cecilia Academy with a copy of this letter by mail or fax, including the name and telephone number of donor's broker.

Mail copy to: Mr. Keith Giger  
The Dominican Campus  
4210 Harding Pike  
Nashville, TN 37205

Fax copy to: Mr. Keith Giger  
Fax: 615-279-3891  
Telephone: 615-383-3230

Date: \_\_\_\_\_

**To:** Contact Name \_\_\_\_\_  
Brokerage House \_\_\_\_\_  
Broker Telephone Number \_\_\_\_\_ Broker Fax Number \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, and Zip Code \_\_\_\_\_

**Re:** Account Number: \_\_\_\_\_  
Securities: \_\_\_\_\_  
Number of Shares: \_\_\_\_\_ Estimated value at \$ \_\_\_\_\_

Please accept this letter as your authorization to deliver the securities from my account, referenced above, to the account of St. Cecilia Academy, per the following instructions:

**Randy L. Campbell**  
**Senior Vice President, Investments**  
**Morgan Stanley**  
**3102 West End Avenue, Suite 200**  
**Nashville, TN 37203**

**Phone: 615-269-2426**  
**Toll free: 1-800-228-8517**  
**Fax: 615-269-2440**

**Account # 471-106400-318**

**DTC # 0015**  
**Account Name: The Dominican Campus**

Grantor Signature \_\_\_\_\_ Social Security Number \_\_\_\_\_

Grantor Signature \_\_\_\_\_ Social Security Number \_\_\_\_\_

Print Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_