

OUR LADY OF GRACE

CATHOLIC CHURCH & SCHOOL

Charles Schwab Instructions:

In order to ensure that the donor is **properly credited** with the gift to Our Lady of Grace in an expeditious manner the following steps must be completed entirely (or we may experience difficulty in completing the trade and assigning the gift in a timely manner)

1. The following is the information needed to electronically transfer stock into Our Lady of Grace Brokerage account.

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|--------------------------|--------------------------|
| a. Legal Name: | Our Lady of Grace Church |
| b. Brokerage Account At: | Charles Schwab. |
| c. DTC#: | 0164 |
| d. OLG Acct. #. | 48153767 |
| e. OLG Tax ID #. | 41-0705765 |

2. Instruct your broker to identify you, by name, as the donor WHEN the transfer is made.

If your broker requires additional information, please contact:

Charles Schwab Toll Free Telephone: 1 (800) 435-4000

3. To ensure that your gift is properly credited and acknowledged please notify in writing:

Dcn. Robert Durham Business Administrator
Our Lady of Grace
5071 Eden Avenue
Edina, MN 55436
email: robertdurham@olgparish.org

OLG Telephone: 952-929-3317 x-9034
OLG Fax: 952-929-4612

4. The information that needs to be communicated to Dcn. Durham at Our Lady of Grace Church (either written or via e-mail) is:

Number of Shares
Type of Shares (Company)
Date of Transfer
Purpose (if any) of gift (i.e. school fund, building fund, etc.)

Step 4 is critical to be able to match donor with the Charles Schwab transaction.

5. If already a Charles Schwab customer, simply call Schwab at 1-800-435-4000 to "request a transfer from your account to the Our Lady of Grace Account" listed above (48153767).