

Stock Donation Letter of Instruction (LOI)*

Date: _____

Releasing Brokerage Firm: _____

Attention Account Representative: _____

Phone: _____ Fax: _____

Branch Office Street Address: _____

Branch Office City: _____ State: _____ Zip Code: _____

(most of the above information can be found on donor's brokerage statement)

RE: GIFT TO WESTWOOD COMMUNITY CHURCH

Dear Custody Department:

I wish to gift to Westwood Community Church _____ shares of _____ stock/bond, with the cusip number or symbol of _____, held in my account # _____, located at your brokerage firm _____.

Please send these shares to Linsco/Private Ledger, DTC #0075 for further credit to account #3448-4616 titled Westwood Community Church. Please designate these funds to the Building Fund _____ and/or the General Fund _____.

Thank you!

Sincerely,

X _____
Donor Signature(s)

Donor's Account Title or Registration

*This letter is to be used by donor to instruct their broker to transfer above designated stock to Westwood Community Church. The instructions in this letter provided by the donor will be all the information the releasing brokerage firm will need to transfer stock electronically from the donor's personal account to Westwood Community Church.

The donor simply completes this letter and mails or faxes a copy to:

- 1. Releasing brokerage firm/Account Representative**

- 2. Mary Anderson, Accounting Manager
Westwood Community Church
3121 Westwood Drive, Excelsior, MN 55331.
Fax: (952)224-7301
Please indicate how you would like the gift to be allocated.**

- 3. Christian P. Nelson, Account Representative
Linsco/Private Ledger located at KleinBank
301 N. Chestnut Street, Chaska, MN 55318
Phone (952) 361-5341 Fax: (952)448-3300**

Once Westwood Community Church receives this LOI from the donor and stock is received into Westwood's account, a confirmation letter will be sent the donor for their tax records.