

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: _____

(Donor: see current statement for above information)

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 LPL Financial, DTC #0075 for further credit to account #3448-4616 titled Westwood Community Church.

Thank you!

Sincerely,

X _____
Donor Signature(s)

Print Donor's Names

Donor: Please complete this letter and mail, fax or email a copy to each:

1. Releasing brokerage firm/Account Representative

2. Westwood Community Church

Attn: Ashlee Lemons, Accounting Manager

3121 Westwood Drive, Excelsior, MN 55331

Phone: (952)224-7455 Fax: (952)224-7301 Email: accounting@westwoodcc.org

In order to receive a letter for your tax records, please make sure the Westwood Accounting Department is notified of your gift as soon as the transfer is made. Please indicate how you would like the gift to be allocated.

3. Christian P. Nelson, Account Representative

LPL Financial located at Old National Bank

301 N. Chestnut Street, Chaska, MN 55318

Phone: (612) 486-0827 Fax: (612) 486-0801

Email: chris.nelson@onbinvestments.com

Once Westwood Community Church receives this LOI from the donor(s) and the gift is received into its account, a confirmation letter will be sent by the church to the donor(s) for his/her/their tax records.

*This letter is to be used by donor(s) to instruct the current broker to electronically transfer the above designated securities to Westwood Community Church.