



*Re: Gift of Stock to St. Paul's Episcopal Church*

Dear Parishioners of St. Paul's Church,

About this time of the year, we start to get questions about the procedure for pre-paying or paying pledge by means of a stock gift. Should you care to make your 2008 pledge by stock transfer, the normal procedure I recommend is to write a letter of instruction to your broker, and **be sure to send a photocopy of that letter to Melissa Villa in the Church Office** for our records.

The following information is necessary for your transaction:

1. State the stock name and the number of shares you wish to transfer to Banc of America for St. Paul's Episcopal Church, 415 El Camino Real, Burlingame, California 94010-5122, in a letter to your broker;
2. Include in your letter the information on St. Paul's account at Banc of America Investment Services, Inc. The transfer agent for Banc of America is :

**Account number T16-408174**  
**DTC #0226**  
**National Financial Services**  
**200 Liberty Street, 5th Floor**  
**New York, NY 10281**

3. Please provide a copy of this letter to Melissa Villa , Office Manager, in the church office; and
4. Request that your broker telephone Melissa at 650-348-4811, extension 10, to advise her when the transaction has taken place, preferably on the same date of the completed stock transfer, or if you do not use a broker, please call, or confirm by email to [mvilla@stpaulsburlingame.org](mailto:mvilla@stpaulsburlingame.org).

If you have any questions regarding these transfer procedures, you can call Melissa for assistance.

Thank you,

A handwritten signature in dark ink, appearing to be "T. Skillings", written in a cursive style.

Thomas B. Skillings,  
Rector