



How to Make a Stock Gift

If you have any administrative or operational issues, please contact Alex King at Merrill Lynch at 212-338-6183 alexander.w.king@ml.com

**DTC or Electronic transfer is the fastest and most secure method for donating securities.
To send securities via DTC transfer, please follow the instructions below.**

1. Please notify Susan Johnson at sjohnson@brickchurch.org of the name and number of shares being transferred prior to initiating the transfer of securities. This step is critical because donor information does NOT transmit through the DTC system.
2. Provide instructions to your broker to deliver securities to our account at Merrill Lynch.

DTC	8862
Account Number at Merrill Lynch	852-02J62
Account Name	The Brick Presbyterian Church
Contact at Merrill Lynch	Alex King at Merrill Lynch 212-338-6183 alexander.w.king@ml.com

To transfer securities in their physical form, please follow the instructions below.

For stock registered in the name of grantor/donor of stock, Merrill Lynch will need the following original signed documents:

1. A letter of authorization from grantor gifting securities to The Brick Presbyterian Church account number 852-02J62 and specifying the quantity of the gift. The letter must be dated and specify purpose (eg Annual Fund or Financial Aid Fund) of the gift. If more than one purpose, please specify by either dollar amount or by number of shares how you wish to allocate your gift. Please sign letter with your full name as it appears on the stock certificate.
2. An original signed stock power or if certificate is registered in the name of the grantor, the grantor may endorse the certificate. (Grantor should not fill out any specifics on the back of the stock certificate. This will be handled by Merrill Lynch's securities processing department.)

Note: Stock power and security certificate should be sent in separate envelopes and mailed separately. This is recommended for security purposes.

For stock registered in the name of The Brick Presbyterian Church, Merrill Lynch will need the following original signed documents:

1. Non-Corporate resolution
2. Stock power must be signed by an officer of the corporation listed on the resolution