

## INSTRUCTIONS FOR DONATION OF STOCK

\*\*\*\*\* Do not Use for Mutual Funds \*\*\*\*\*

For those of you who are interested in giving shares of stock toward your pledge or to any of our special funds (i.e., Saratoga Federated Foundation Fund), it is important to do the following:

Send a completed version of the sample letter below to three people:

- a) Your broker
- b) A copy to Morgan Stanley Dean Witter at the address in the letter
- c) A copy to Saratoga Federated Church, attention Packey C. Ng

Include in your letter to Packey ([Packey@Saratogafederated.org](mailto:Packey@Saratogafederated.org) 867-1000x241) A description of where you would like the proceeds to be distributed (example a: apply this to Regular Ministries; or example b: apply \$5,000 towards Outreach and the balance to the Building Fund; or example c: apply 50% to Regular Ministries And 50% to Outreach).

Date \_\_\_\_\_

To: Your Broker

Please transfer \_\_\_\_\_ shares of \_\_\_\_\_.  
Purchased on \_\_\_\_\_, from my regular account # \_\_\_\_\_ or my IRA account # \_\_\_\_\_  
\_\_\_\_\_ in the name of \_\_\_\_\_.

To: Saratoga Federated Church  
c/o Morgan Stanley Dean Witter  
Silicon Valley Center  
20400 Stevens Creek Blvd., Ste 350  
Cupertino, CA 95014  
Toll Free: 888-802-2501  
Fax: 408-861-2100  
SFC A/C 128-134922-068  
MSDW DTC#0015

Please transfer these shares of stock via DTC as soon as possible and confirm the date when completed.

If there are any questions, please call me at \_\_\_\_\_.

Yours Truly,

**SFC – Please allocate the proceeds in the following manner:** \_\_\_\_\_