

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. The funds will be directed to the General/One 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, emails or faxes a copy to:

1. Releasing brokerage firm/Account Representative
2. Liz Hetherington
Westwood Community Church
3121 Westwood Drive, Excelsior, MN 55331.
Phone: (952) 224-7374 Fax: (952)224-7301
email: accounting@westwoodcc.org

IN ORDER TO RECEIVE A LETTER FOR TAX CREDIT PURPOSES, PLEASE MAKE SURE THE WESTWOOD ACCOUNTING DEPT IS NOTIFIED OF YOUR GIFT AS SOON AS THE TRANSFER IS MADE. PRIVACY LAWS DO NOT ALLOW US TO IDENTIFY YOU.

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