



DONATING SHARES OF STOCK by *ELECTRONIC TRANSFER*

STEP 1: Contact Saint Paul School of Theology of your intention to make a donation of stock (see STEP 3 below). This will ensure prompt acknowledgement of your tax deductible gift once made.

STEP 2: Instruct your broker to make a stock donation to Saint Paul School of Theology on your behalf. Give your broker detailed instructions of the stock gift using the letter draft, below. Copy Saint Paul School of Theology. Transfer instructions are:

Please transfer____(number) of shares of_____(stock name) from my account on or before (date of transfer) to:

DTC #793

Stifel Financial Corp.

800-488-0970

F/F/C: Account #58670049

FBO: Saint Paul School of Theology, Leawood, Kansas

REF: Donation from (insert your name) for (describe gift's purpose)

STEP 3: Telephone (913-253-5060), or e-mail a Saint Paul representative concerning your forthcoming stock gift.

**Mr. Matthew Mills, CPA, Chief Financial Officer & COO, 913-253-5060, matthew.mills@spst.edu
Mrs. Jennifer Smith, Development Coordinator, 913-253-5051, jennifer.smith@spst.edu**

Saint Paul will acknowledge your gift with a tax-deductible charitable gift receipt. The stock will be valued in accordance with IRS regulations.

SAMPLE LETTER for your Broker and Saint Paul School of Theology

Name and Address of your Broker

Re: Charitable Donation of Stock by Electronic Transfer

My Brokerage Account No. _____

Dear Madam or Sir:

Please transfer____(number) of shares of_____(stock name) from my account on or before (date of transfer) to:

DTC #793

Stifel Financial Corp. (800-488-0970)

F/F/C: Account # 58670049

FBO: Saint Paul School of Theology, Overland Park, Kansas

REF: Donation from (insert your name) for (describe gift's purpose)

Please contact me by telephone (number) or by e-mail (e-mail address) if you have questions.

Sincerely,

Donor name and signature

Donor's spouse name and signature if joint tenant account