

Sample DTC Transfer Letter

Your Account Executive

Please transfer _____ shares of _____ stock from our account # _____ to Mercy Burlingame High School. This gift is for _____. The DTC transfer should be made to the following account:

Charles Schwab
DTC # 0164
Account # 6233-2378
Mercy High School Burlingame

At the time of the transfer, please FAX a copy of this letter of instructions to the contact below.

Thank you for your assistance.

Sincerely,

Ms. ABCD

cc: Mary Lund or Carol Fraher
Mercy Burlingame High School
2750 Adeline Drive
Burlingame, CA 94010
650.762.1190 Dev.
650.343.2976 FAX