

Sample letter for gifting stock by electronic transfer. Your brokerage firm may require the use of their own form – transfer information is included below.

MAGDALENA HOUSE MUST also receive a copy of this letter once customized.

Date:

Name of Brokerage Firm

Name of Broker

Street Address

City, State ZIP

Re: Transfer of Stock

Dear _____:

We wish to make a charitable donation of ___ shares of [Name of company] stock to Magdalena Ministries, Inc., a recognized 501(c)(3), non-profit organization in San Antonio, Texas. The Foundation's federal tax number is #80-0251526. The proceeds will further benefit Magdalena Ministries, Inc., DBA Magdalena House.

The following instructions may be used to transfer stock to Magdalena Ministries, Inc.:

Company Name: Charles Schwab

DTC#: 0164 Code 40

Account Name: Magdalena Ministries, Inc.

Account Number: Please contact Magdalena House for further account details.

Please make the necessary arrangements to transfer this stock to Magdalena House. You may contact the Development Team at 210-779-8464 or development@maghouse.org.

Sincerely, _____ (Your name)

Address City, State, Zip Phone, email

cc.: Becca McNitzky

Magdalena House

P.O. Box 692041 San Antonio, TX 78269

bmcnitzky@maghouse.org

210-561-0505