



## How to Make a Stock Gift

If you have any administrative or operational issues,  
please contact Betty Yue at Merrill Lynch at 212-382-8657.

**DTC or Electronic transfer is the fastest and most secure method for donating securities.  
To send securities via DTC transfer, please follow the instructions below.**

1. Please notify Lindsey Guercio [lguercio@brickchurch.org](mailto:lguercio@brickchurch.org) and Susan Johnson at [sjohnson@brickchurch.org](mailto:sjohnson@brickchurch.org) of the name and number of shares being transferred prior to initiating the transfer of securities. This step is critical because donor information does NOT transmit through the DTC system.
2. Provide instructions to your broker to deliver securities to our account at Merrill Lynch.

DTC	8862
<b>Account Number at Merrill Lynch</b>	<b>850-03255</b>
<b>Account Name</b>	<b>The Brick Presbyterian Church</b>
Contact at Merrill Lynch	Betty Yue at Merrill Lynch 212-382-8657 (p) 646-736-7055 (f) <a href="mailto:betty_yue@ml.com">betty_yue@ml.com</a>

**To transfer securities in their physical form, please follow the instructions below.**

For stock registered in the name of grantor/donor of stock, Merrill Lynch will need the following original signed documents:

1. A letter of authorization from grantor gifting securities to The Brick Presbyterian Church account number 850-03255 and specifying the quantity of the gift. The letter must be dated and specify purpose (ex. Annual Fund or Capital Campaign) of the gift. If more than one purpose, please specify by either dollar amount or by number of shares how you wish to allocate your gift. Please sign letter with your full name as it appears on the stock certificate.
2. An original signed stock power or if certificate is registered in the name of the grantor, the grantor may endorse the certificate. (Grantor should not fill out any specifics on the back of the stock certificate. This will be handled by Merrill Lynch's securities processing department.)

Note: Stock power and security certificate should be sent in separate envelopes and mailed separately. This is recommended for security purposes.

For stock registered in the name of The Brick Presbyterian Church, Merrill Lynch will need the following original signed documents:

1. Non-Corporate resolution
2. Stock power must be signed by an officer of the corporation listed on the resolution