



**ST. THOMAS
HIGH SCHOOL**
BASILIAN FATHERS • 1900

DONOR LETTER OF STOCK TRANSFER

St. Thomas High School (STHS) provides this form to assist the donor in instructing his/her broker to transfer securities as a donation to STHS. The donation date is the date of transfer from donor's account to STHS. To assure that the donor receives proper credit for his/her gift, please provide STHS with a copy of this letter by mail, fax or e-mail, including the name and telephone number of the donor's broker.

Mail to: Mark deTranlates
St. Thomas High School
4500 Memorial Dr.
Houston, TX 77007

Fax to: Mark deTranlates
Fax #: 713-864-5750
Phone: 713-341-5557
E-mail: mark.detranaltes@sths.org

Please accept this letter as authorization to deliver the securities from my account to the account of St. Thomas High School, per the following instructions:

Date _____

Donor Name _____

Daytime Phone Number _____ E-mail Address: _____

Address _____

City, State, and Zip Code _____

Purpose of Donation _____

Donor Signature _____

Broker Contact Name _____

Brokerage Firm _____

Broker Phone Number _____ Broker Fax Number _____

Re: Account Number _____

Securities _____

Number of Shares _____ Estimated Value \$ _____

Transfer to: St. Thomas High School
Raymond James & Associates, Inc.
DTC # 0725
Account Number: 29239666

DELIVERY INSTRUCTIONS:

The donor would need to provide a signed letter in writing to the firm holding assets they would like to transfer to St. Thomas High School. In the letter state the dollar amount or number of shares. The DTC method is most commonly used amongst firms and is provided by law.

DTC-Eligible Securities (Stocks/Mutual Funds)

Raymond James & Associates, Inc.

DTC# 0725

Account # 29239666

Name: St. Thomas High School

Book-Entry Governments

JP Morgan Chase/Raymond James

NYC/NFS

ABA# 021000021

Account Number: 29239666