



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

## **DONOR LETTER OF STOCK TRANSFER**

St. Thomas High School (STH) provides this form to assist the donor in instructing his/her broker to transfer securities as a donation to STH. 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 STH 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 deTranaltos  
St. Thomas High School  
4500 Memorial Dr.  
Houston, TX 77007  
E-mail: [mark.detrantaltes@sths.org](mailto:mark.detrantaltes@sths.org)  
Phone: 713-864-6348

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*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**