

**INSTRUCTIONS FOR TRANSFER OF SECURITIES TO
ST. MICHAEL CATHOLIC CHURCH
VIA DEPOSITORY TRUST COMPANY (DTC)**

To ensure a smooth transfer of the stock you are contributing, please take the following steps:

1. Notify your bank or broker that you would like to transfer shares as a charitable gift to St. Michael Catholic Church (TID # 54-1624632) Identify the type and number of shares you would like to contribute. (Your bank or broker may require instructions in writing with a signature guarantee.)
2. We have an account available to facilitate acceptance of your gift. Please provide your broker exact transfer instructions noted below:

Davenport & Company, LLC DTC #0715
Account Name: St. Michael Catholic Church
Reference Account Number: 7963-1467
Attention: Richard E. Dolan, III 804-780-2121 or Toll-free 800-846-8666
From: Your name and account number – Your broker must include your name and account number when stock is transferred to St. Michael Catholic Church via DTC. Without that information, we have no way to identify and acknowledge your gift.

3. Please notify St. Michael Catholic Church when you initiate transfer of your stock gift so that we can assure proper receipt of your contribution. Contact information is as follows:

Andrew Ferguson, Director of Administration
St. Michael Catholic Church
4491 Springfield Rd.
Glen Allen, VA 23059
804-527-1037

TRANSFER INSTRUCTIONS FOR STOCK HELD IN CERTIFICATE FORM

To ensure a smooth transfer of the stock you are contributing, please notify St. Michael Catholic Church of your stock gift and take the following steps:

1. In one envelope, please send the unendorsed certificates (do not sign or otherwise endorse the certificates) by first-class mail to:

Andrew Ferguson, Director of Administration
St. Michael Catholic Church
4491 Springfield Rd.
Glen Allen, VA 23059

2. With the certificates, please include a cover letter stating your intention to make a gift of the stock to St. Michael Catholic Church. All owners listed on the certificates must sign the gift letter exactly as their names are shown on the certificates.

If you wish to split a certificate and give St. Michael Catholic Church only a portion of the certificate's shares, please specify that in your cover letter and St. Michael Catholic Church will have a new certificate for the remaining shares reissued to you.

3. In a separate envelope, mail to the address above sufficient stock powers to complete the gift (one stock power for each certificate). The stock powers should be left blank and must be signed by the owners listed on the stock certificate exactly as shown on the certificate. Finally, the signatures on the stock powers must have a signature guarantee from a bank or stockbroker.

Thank you very much for your generous contribution to St. Michael Catholic Church.