

STOCK DELIVERY INSTRUCTIONS



3 Great Pond Road
North Andover MA 01845
978.687.7948
www.northparish.org

Please read these instructions and follow them carefully to ensure accurate documentation of and credit for the donation of marketable securities to the North Parish Capital Campaign Fund. The policy of the North Parish is to sell donated securities as soon as possible upon receipt at the brokerage firm. You will receive credit for the Internal Revenue Service donation value of your gift which is calculated by multiplying the number of shares donated by the average of the high and low of the market price of the shares on the day that the shares are received into the North Parish Capital Campaign brokerage account.

Please notify Kim Tracy (office@northparish.org or 978 687 7948) and Jerry Hall (jerry.hall@rbc.com or 603 577 4900) so that they may expect your specific gift and please confirm with both of them when the transfer occurs.

To make a gift of marketable securities to the North Parish Church, please provide the following information to the transferring firm for all DTC eligible securities held in street name at a brokerage firm.

Receiving Firm: RBC Wealth Management
DTC # 0235
FBO: North Parish Church Capital Campaign Account # 315-46959

Please note that this is ONLY for securities being transferred for the benefit of the Capital Campaign

For securities held in Certificate Form:

Please contact Jerry Hall or his assistant, Kimberly Snow-Lawlor, at RBC Wealth Management for the required documents and delivery instructions. They can be reached via telephone at the following numbers: 603 577 4900 or Toll Free at 866 477 3879 or email at jerry.hall@rbc.com

Please call Jerry Hall or Kimberly Snow-Lawlor at the above numbers if you have any questions.