

PROCEDURE FOR TRANSFERRING A CHARITABLE GIFT OF MARKETABLE AND NON-MARKETABLE SECURITIES

Many alumni, parents and friends of Saint Thomas Academy make gifts of stock, bonds or other securities that have appreciated in value or that are no longer serving their purpose as an investment. In many cases, this is a very "tax wise" way to support the Academy, as the tax law provides built-in incentives for these kinds of gifts.

Gifts of securities for Saint Thomas Academy can be efficiently made through the following procedures:

I. Securities Held in an Account at your Brokerage 1.

Instruct your broker to transfer the securities to:

Morgan Stanley Smith Barney	STA Account # at MSSB:	332-062413-093
Attn. Sean Lutz	MSSB DTC #	0015
8300 Norman Center Drive #1150	STA's Federal ID #	41-6045110
Bloomington, MN 55437		
(800) 927-1990 or (952) 921-1924		
(952) 921-1944 (Fax)	Note: Sean's Asst. is Hannah Spasojevic (952) 921-1920	

2. Call the STA Advancement Office (651) 683-1577 and inform us of your gift including the specific security, the number of shares, the name, address and telephone number of your broker, and any special instructions or designation for the use of your gift by the Academy.

II. Securities Issued in Donor's Name

1. Forward the security certificate(s) to STA without any signature or endorsement. Enclose written instructions including your name, address, description of the security, and purpose for which the gift is made.
2. In a separate envelope, send a Stock Power Transfer form to the Academy Advancement Office, 949 Mendota Heights Road, Mendota Heights, MN 55120, executed in blank (no named transferee, to facilitate handling by the Academy.) Stock Power forms are available at your broker's office or your bank.
3. The security certificate(s) are not negotiable until joined with the Stock Power by the Academy.

Alternative I

1. Deliver the security certificate(s) to your broker with written instructions that they be transferred to the Morgan Stanley account of Saint Thomas Academy.
2. Then complete the procedure as described above: Securities Held in an Account at your Brokerage.

Alternative II

1. Endorse with Medallion Guaranteed Signature, the security certificate(s) in blank (no named transferee). Attach written instructions, including your name, address, description of the security, and purpose for which the gift is made.
2. The security is now negotiable and should be hand-delivered to Saint Thomas Academy.

III. Restricted and/or Unregistered Securities (Non-Marketable)

1. The transfer of restricted or unregistered securities can be most efficiently completed by clearing the securities through your broker or bank officer prior to transfer to Saint Thomas Academy.

If you or your broker have any questions, please contact the STA Advancement Office at (651) 683-1577.