STOCK TRANSFER INSTRUCTIONS FOR CHARITABLE GIFTS TO DE LA SALLE HIGH SCHOOL

Please contact your broker with transfer instructions (see below) and then notify De La Salle High School (Karla Wiese at wiesek@dlshs.org) that a transfer will be made. Complete the Letter of Authorization and submit a copy to your broker and to De La Salle High School.

Please instruct your broker to use the following information for transfer purposes. De La Salle High School's account is held with Morgan Stanley.

Account information for DTC transfer:

TO:	Morgan Stanley
NAME:	De La Salle High School
DTC #:	0015
Account #:	838-010672

Contact at UBS:	Justin Crocker (925) 746-2921 (direct) (925) 478-5398 (fax) justin.crocker@msgraystone.com (email)

For your tax purposes, you will receive an acknowledgement letter via mail once De La Salle High School has received notice of the transfer and sale of the donated securities. We will provide you with the date the shares were received, the high and low of the day, as well as the date the shares were sold and their value when sold.

Should you have any questions, please contact Director of Development, Karla Wiese at wiesek@dlshs.org or (925) 288-8195.

THANK YOU FOR YOUR SUPPORT!

De La Salle High School
1130 Winton Drive, Concord, CA 94518
(925) 288-8100 • www.dlshs.org
Tax ID# 68-0311262

Date _____

LETTER OF AUTHORIZATION

_____

Donor's Brokerage Firm

_____

Address

_____

City State Zip

RE: A Gift of Securities to De La Salle High School

This letters authorizes and directs you to transfer the following securities from my/our account to Morgan Stanley, Inc. for De La Salle High School:

_____ shares of _____

_____ shares of _____

_____ shares of _____

_____ shares of _____

FROM: Account Name _____

Account # _____

TO: De La Salle High School,
DTC# 0015
Account Number 838-010672

Purpose: This gift is designated for:

- □ The De La Salle Annual Fund (Unrestricted/Greatest Need)
- □ The De La Salle Taking the Lead Capital Campaign
- □ Other _____

Thank you for your assistance.

Sincerely,

_____ _____

Account Owner Joint Account Owner

Send a copy to: Karla Wiese, Director of Development, De La Salle High School
wiesek@dlshs.org.