



Stock Transfer Instructions

Making a gift of stock is as easy as picking up the phone and placing two calls!

1) Call Orchard Lake Community Church, Presbyterian

Please notify the Church *before* making your gift of securities by calling Stacey Cheff at 248-682-0730.

Let us know the name of your brokerage firm, the approximate date the stock will be sent, the stock name and number of shares, and how you would like your gift to be used. Prior notification allows us to credit and acknowledge your gift properly.

2) Call your broker

Please instruct your broker to transfer the stock electronically to our account with Charles Schwab.

Brokerage Firm: Charles Schwab

Charles Schwab Phone Number: 800-435-4000

Account Registration Name: Orchard Lake Community Church

Account #: 9310-1585

DTC #: 0164 code 40

If you have the stock certificates in your possession, you can deliver the stock certificate(s) along with a completed Stock Power and a Letter of Intent to the address below. The Letter of Intent should state your intention to make a gift of the specific shares being tendered. For example, your Letter of Intent might read:

“I hereby am delivering to and making a gift of (##) shares of XYZ Corporation to Orchard Lake Community Church, Presbyterian as a charitable gift.”

Please call if you have any questions.

Stacey Cheff
Business Administrator