

Stock Transfer Instructions to Temple Micah

Giving appreciated shares to the Temple is a wonderful way to fulfill your dues pledge or make other contributions to Temple Micah, and the procedure to do so is relatively easy. Here's what to do.

First, you'll need to send a letter of instruction to your broker referencing our account to transfer the shares to:

**Morgan Stanley
DTC # 0015
Account No. 504-044337
Re: Temple Micah**

Second, immediately notify the temple of your plans.

We need to know so that the shares can be sold and the proceeds credited to the temple's bank account, and so that we can properly credit your account with the proceeds. If you do not contact us with this information, we have no way of knowing who has sent the stock.

Send notification and allocation instructions to Rhiannon Walsh at **Walsh@templemicah.org** or fax to **202.342.9175**. Please include the following:

- (1) Your name
- (2) Date of transfer
- (3) Name of the stock(s)
- (4) Number of shares being sold
- (5) Approximate amount expected from proceeds of sale
- (6) How the temple should apply the funds to your account

Also remember that while we try to sell the shares right away so that the proceeds are as close as possible to the amount you donated, we do incur some fees in connection with the sale of securities, and sometimes the price has changed by the time the trade is executed. We credit your account with the full amount that you have sold.

If you have any questions, please call Rhiannon Walsh, Bookkeeper, at 202-342-9175.